

# WHAT DO I DO NOW?

We here, at The College of Business & Economics, know how stressful your first semester in a new program, university, or country can be and we have provided the following check list to help you and hopefully alleviate some of your stress.

Please use the check list to assist you with what to do first. You will find detailed instructions for the steps listed below online in the MCBE Graduate Student Handbook (GSH): <http://business.fullerton.edu/graduateprograms/advising/> **it is mandatory that you download the handbook immediately so ensure your success in the program.**

## Prior to the first day of class

- (STEP 1) Mihaylo Community / Individualized Advising Worksheet
- (STEP 2) Confirm your Intent to Attend & Advisor Contact Information  
<http://www.business.fullerton.edu/GI>
- (STEP 3) Complete Mandatory Ethics Quiz
- (STEP 4) MBA spring cohort and fall cohort admission
  - Validation of Coursework

## 2 Weeks Prior to early registration

- (STEP 5) Register for classes
  - Check out information on our *Michael A. Reagan Scholarship* and other opportunities for Financial Aid.
  - The MAR Scholarship is online at:  
<http://business.fullerton.edu/GraduatePrograms/costs/Scholarships.htm>
- (STEP 6) Familiarize yourself with the Current Student Website & your Portal
- (STEP 7) Attend the MCBE Graduate Student Welcome Seminar

## After Classes begin, during your first semester

- (STEP 8) Concentration electives
- (STEP 9) Review the entire Welcome Packet
- (STEP 10) Review the Extended Education Handbook

## Future steps to keep in mind

- (STEP 11) How to register for your Capstone course (BUAD591)
- (STEP 12) File your Graduation Check.
- (STEP 13) Academic Success
- (STEP 14) Classification
- (STEP 18) Academic Probation

# STEP ONE

Mihaylo Community

## Welcome to the Mihaylo College of Business and Economics at Cal State Fullerton!

It is our pleasure to welcome you into our Graduate Business Program. You have joined an excellent program here in our College, whether it is for your MBA or M.S. degrees in Accountancy, Taxation, Information Systems or Information Technology. The Steven G. Mihaylo College of Business and Economics is aware of how stressful your first semester in a new program, university, or country can be. We hope that this on-line Graduate Student Handbook allows for a smooth transition, alleviates some of your stress and answers most of your questions. This handbook provides you with a step by step process for ensuring that your course of study in our College proceeds efficiently. Before you start your first class, you should complete the first eleven steps. See the menu on on the right.

### **The Mihaylo Community**

For all newly admitted students starting Fall 2011 the Graduate Programs Office has created the Mihaylo Community. The Mihaylo Community has been designed specifically for you. Within the Mihaylo Community you will find your admission letter, individualized advising worksheet, recommendation for enrollment form, ways' of connecting with your peers, and important information to allow for a smooth transition into graduate school. We are providing you with an [instructional powerpoint](#) to assist you with accessing the Mihaylo Community.

- An [Individualized Advising Worksheet](#) has been included in your Mihaylo Community. Please review the Advising Worksheet which includes a list of your required courses for your individual program.

### **Important Steps to Preview Now**

- Intent to Attend
- Ethics Quiz (submit now)
- Welcome Seminar (mandatory event)
- Registration Information
- Classification (registration restrictions)

### **Questions about the Program**

Once you have reviewed the Mihaylo Community, your individualized study plan, documents included in your Mihaylo Community and the Graduate Student Handbook you are welcome to contact the Newly Admitted Advisor.

The New Admit advisor is available Monday thru Thursday by appointment only. Advising is not available on Friday, Saturday or Sunday. If you would like to schedule a personal consultation [click here](#) or you may contact the New Admit Advisor at [newadmit@fullerton.edu](mailto:newadmit@fullerton.edu) | (657)278-3622 | SGMH-4210.

# STEP TWO

Intent to Attend

## Intent to Attend

The next step in the admission process, we would like to hear from you about your intent to attend Cal State Fullerton.

- You are required to go online to: [www.business.fullerton.edu/GI](http://www.business.fullerton.edu/GI) and complete the short Intent to Attend questionnaire.
  - We ask that you do not schedule an appointment until after you have reviewed your Welcome Packet, submitted your intent to attend, and downloaded and read the MCBE GSH.
- Students will be blocked from registering until the intent to attend questionnaire is submitted (*it is not necessary to confirm that your intent was received*) once submitted the system will automatically and immediately be updated to allow you to register.
- Before submitting any questions read through the MCBE GSH, review the individualized advising worksheet and the current student website.
- Current Student Website:
  - <http://business.fullerton.edu/graduateprograms/advising/>

## How to Reach your Graduate Program Advisor

### **Students in their first semester:**

Questions during your **first semester in the program** are addressed through our New Admit Advisor who can be reached at [newadmit@fullerton.edu](mailto:newadmit@fullerton.edu) or (657)278-3622 (option 2). We have found that most questions can be answered by email or over the phone. However, if you are in need of additional evaluations forms or you have a more complex question you are welcome to schedule a personal consultation with the New Admit Advisor.

The [appointment calendar](#) is online and **appointments may not be scheduled more than 7 business days in advance**. When scheduling an appointment keep in mind that *two weeks prior, the week of, and the week after registration* and the first week of school are the busiest time for the Advising Center and the entire campus. To allow the advising center to accommodate most requests it is recommended that appointments considered an emergency only be scheduled during these time periods. Note: appointments are not available the week of registration and the first week of the semester. Advisors will be available by phone and email to assist with any registration emergencies.

We are confident that the Advising Worksheet provided to you in the Mihaylo Community includes everything you need to plan your schedule. We have included all the courses that are required for your program and you should be able to plan your schedule according to your program requirements and advising worksheet.

### **Current students in their second semester or beyond:**

If you are currently in your **second semester or beyond** and need to contact your Graduate Program Advisor, Diane Mazzey, she can be reached at [dmazzey@fullerton.edu](mailto:dmazzey@fullerton.edu) or (657)278-3622. If you require a personal consultation the [appointment calendar](#) is online.

# STEP THREE

Mandatory Ethics Quiz

## CBE Mandatory Ethics Requirement

One of the goals of the Mihaylo College of Business and Economics (MCBE) is to promote the development of ethically responsible students who will become future professionals in business, economics and other related fields. As responsible members of the MCBE community, students are expected to adhere to the highest standards of academic integrity and overall ethical conduct. To insure that all MCBE students are aware of these standards, the faculty of the MCBE adopted a policy that mandates students fulfill the MCBE Ethics requirement by acknowledging the MCBE Student Code of Ethics, become familiar with the policies and practices related to academic dishonesty and plagiarism, and demonstrate competency in these areas by passing the MCBE Ethics Quiz.

### Newly Admitted CBE Students

Before registering for the first semester, all newly admitted graduate students entering the CBE are required to:

1. Fulfill the MCBE Ethics Requirement
2. After you pass the exam, print out the first page of the results and [fax, email or mail a copy of the exam to your graduate program advisor at \(657\) 278-1247](#). The results page should include your score and CWID.

### Instructions

The MCBE Ethics requirement consists of three parts. The first part requires that you read three documents. Second, you must read and acknowledge the MCBE Student Code of Ethics. And last, you must take and pass an ethics quiz. After you pass the quiz, make sure to print out the first page of the results and keep it for your personal records. The results page should include your score and CWID. It is estimated that it will take approximately 30 - 45 minutes to complete this requirement.

### **Step 1. Read the documents**

The Ethics Quiz is based upon your knowledge of three documents: (1) University Policy Statement (UPS) 300.021 "Academic Dishonesty;" (2) UPS 300.030 "Academic Appeals;" and (3) the "Student Guide to Avoiding Plagiarism" by Sandra Rhoten, the University's Associate Dean for Judicial Affairs in the the Dean of Students Office. You need to read these documents before attempting the quiz. Please read these documents, which have been hyperlinked below.

[UPS 300.021 "Academic Dishonesty"](#)

[UPS 300.030 "Academic Appeals"](#)

["Student Guide to Avoiding Plagiarism"](#)

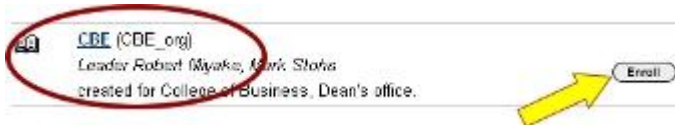
**Step 2. After reading the documents, you then take the Ethics Quiz. To proceed, login to Blackboard through your Student Portal and then follow these directions:**

1. Login to Blackboard with your CWID and pin number.
2. Select **CSUF Communities** from the top menu.





3. Enter CBE under the **Organization Search** from the left search box and then click on the **GO!** icon; Or click the **Browse Organization Catalog** link and then enter CBE in the search box.
4. Click on the **Enroll** button from the **CBE** community.



5. Enter the access code: **cbequiz** to enroll.
6. Select **CSUF Communities** from the top menu. You should see **CBE** under your Organization list.



7. Select **CBE**.
8. Read the **Student Code of Ethics** and then click the **Mark Reviewed** button on the top right corner.
9. Select **Documents** from the left menu.



10. Select **Quiz Fall 2007**.
11. Click on the **OK** button to begin the quiz.

A minimum score of 12 points is required to pass the quiz. You may retake the quiz as many times as necessary.

After you pass the exam, print out the first page of the results and keep it for your personal records. The results page should include your score and CWID.

If you need to take the quiz again, please go to <http://business.fullerton.edu/ethics/takethequiz.htm> for instructions.

# STEP FOUR

MBA Spring & Fall Admission  
(VALIDATION of Coursework)

## Spring & Fall Cohorts

- **Validation of Coursework**

Your graduate advisor has already reviewed your transcripts, and has determined whether you are eligible to start classes with the Spring Cohort or Fall Cohort.

### Spring Cohort

Students who earned a degree in a major other than business will only be eligible to start classes at the Irvine Campus in the Spring Semester. The program will be a minimum of 45 units in length.

### Fall Cohort

Students who earned a degree in business will only be eligible to start classes at the Irvine Campus in the Fall Semester. The program will be a minimum of 33 units in length.

If the student's business degree is over 7 years old the student may need to have several courses validated for current knowledge in the following areas: Financial & Managerial Accounting (Acct510), Legal Environment of Business (Mgmt518), Intermediate Micro Economics (Econ515), & Organizational Behavior (Mgmt524). Validation must be completed prior to enrolling in any courses at the s. Students who are unable to successfully validate "all" four areas will be required to start with the Spring Cohort and complete a minimum of 45 units of coursework.

### Validation:

- In addition to being equivalent in content, courses over 7 years old must be validated for current knowledge. Not all courses may be validated.
- To validate an outdated course, you must provide a statement along with your packet detailing how you have kept current with the topics taught in the course to demonstrate that you have sufficient knowledge comparable to a passing grade of "B".
- Validation decisions will be made by individual Department Chairs after your forms have been submitted no later than the above deadlines.

If you think that you have completed comparable undergraduate coursework that needs validation please [schedule an appointment](#) with the New Admit Programs Advisor to request an evaluation form. **Requests for validations / evaluation are only accepted in the students first semester.** (Note: Appointments may not be scheduled more than 7 business days in advance.)

You must meet with the New Admit Advisor, as this process cannot be done by e-mail. Please schedule an appointment no later than 1 weeks prior to the final filing period. During the meeting, the New Admit Advisor will review your transcripts and determine if an evaluation form will be provided.

### Requirements for Course Evaluations:

- You must have received a "B" or better in all courses you wish to waive/validate.
- The coursework must be equivalent to the courses that are being evaluated / validated.
- Courses taken more than **seven years ago**, in addition to being equivalent in content, must be validated for current knowledge.
- Work experience and/or certificate programs alone are not sufficient to evaluate a course.

### Submitting Forms:

- Evaluation/Validation forms must be submitted with the Course Waiver Evaluation Checklist
- **Do not add any additional coursework** to the form without prior approval from the New Admit Advisor. Only an advisor can provide you with evaluations forms. If you alter/create a document without approval, it will be considered fraudulent.
- The forms must be filled out completely and **all** documents attached. See the instructions on the form for details.

### Deadlines:

- Students admitted during the **Fall** must submit all evaluation/validation forms by one of the filing periods listed below. There are three time periods in which forms may be submitted.

**Forms submitted after the final filing period will be returned to you denied.**

**First Filing Period:** June 5th

**Second Filing Period:** July 15th

**Final Filing Period:** **September 30<sup>th</sup>**

- Students admitted during the **Spring** must submit all evaluation forms by one of the filing periods listed below. There are three time periods in which forms may be submitted. **Forms**

**submitted after the final filing period will be returned to you denied.**

**First Filing Period:** September 30th

**Second Filing Period:** December 1st

**Final Filing Period:** **February 28th**

### Evaluation/Validation Decisions

- Course evaluation decisions are made by the Department Chairs of each program.
- The Evaluation decisions along with all of your documents will be mailed to you 3 to 4 weeks after the filing periods.

# STEP FIVE

Registration

## **Registration**

You will register and pay fees directly through University Extended Education (UEE). Course schedule and registration information will be sent to you in advance of each semester. It is important that you register and pay fees in advance of the start of these courses by the deadlines indicated in the registration material.

**We strongly encourage you to register online at [www.csufextension.org/Register/](http://www.csufextension.org/Register/) or by phone at (657) 278-2611.** However you may register by mail or fax also. Please refer to your registration materials for this information. University Extended Education can also 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.

Contact UEE Registration directly for further information on this process. Fees cannot be paid by an individual or a company at the completion of a course. Registering past the indicated deadlines or on the start date of a course may result in late fees. A fee receipt will be mailed to you after your registration is successfully processed.

### **Registration Procedures for Financial Aid Students:**

University Extended Education will be notified if you are eligible for financial aid in advance of each semester. Upon this notification, UEE staff will register you in advance of each semester and then fees will be due approximately two weeks into the semester after you have received disbursement of your financial aid.

### **Schedule of Courses**

Students will receive registration materials with a list of the upcoming courses for each semester approximately 4 to 6 weeks in advance of the term. You can also go to the Current Student MBA website at

<http://business.fullerton.edu/graduateprograms/currentStudent/mbaIrvine/> to view projected course schedules for your particular cohort.

# STEP SIX

Advising Center Website

## **CURRENT STUDENT'S WEBSITE**

CSUF is one of the most technologically advanced CSU campuses. We require that all students use this technology. The Mihaylo College of Business & Economics has created the Graduate Programs Advising Center website that will serve as your main source for information about courses, events, career resources, and other news related to your graduate program at Cal State Fullerton. Be sure to check this site regularly to stay informed of new opportunities and other news regarding your program. In addition, templates for your elective approval sheets and the appointment calendar are online at the current student's website.

<http://business.fullerton.edu/graduateprograms/advising/>

In addition the Department of Extended Education has created an online handbook for your use. Please be sure to read through it completely to ensure you successful completion of your MBA degree.

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

## **EMAIL:**

- The majority of information from CSU, Fullerton and the Mihaylo College of Business and Economics will be sent to you via email.
- CSUF assigned you an email address when you applied. This email account can be accessed at <http://www.fullerton.edu/> through your student portal.
- You must, using your CWID and pin numbers, check this account regularly.

# STEP SEVEN

MCBE Mandatory Welcome Seminar

**MCBE GRADUATE STUDENT WELCOME SEMINAR:**

- The Welcome Seminar is **mandatory**.
- The date, time, and location can be found on in the GSH website.
- If you do not attend the Welcome Seminar, *a hold will be placed on your account and you will not be able to register* until you have contacted Ms. Mazzey regarding your situation.

In addition, the Welcome Packet can be found online:

<http://business.fullerton.edu/graduateprograms/currentStudent/mbalrvine/>

# STEP EIGHT

Concentration

**CONCENTRATION:**

The Mihaylo College of Business has put together a pre-approved package for your concentration. The courses were chosen based on the choices of past cohorts and the courses usefulness in the Business Industry. We highly recommend your cohort use the following four courses (12 units) for the general concentration.

|   |
|---|
| <b><u>Mgmt 525 Seminar in Team Leadership Skills (3)</u></b>  |
| Graduate seminar and workshop to develop hands-on leadership skills to manage high-performance work teams. Topics include methods for self-awareness, making oral presentations, interviewing, stress management, supportive communication, problem solving, influencing and motivating others, managing conflict, empowering, delegating, and team building. |
| <i>Subject to faculty availability</i>  |
| <b><u>Mgmt 547 Comparative Management (3)</u></b>   |
| Management practices and processes in five geographical areas; market-structures and management characteristics different from those in the United States. Constraints which vary between countries because of cultural, legal, economic and/or political differences.  |
| <i>Subject to faculty availability</i>  |
| <b><u>Fin 533 Seminar in Financial Administration (3)</u></b>   |
| Optimal financing and asset administration; advanced techniques of capital budgeting; application of analytical methods to the administration of the finance function of the business firm.   |
| <i>Subject to faculty availability</i>  |
| <b><u>Mktg 596 Contemporary Topics in Marketing (3)</u></b>   |
| Topics in areas such as information strategy, business-to-business marketing, customer relationship marketing, services consulting, and others.   |
| <i>Subject to faculty availability</i>  |

# STEP NINE

Review Entire Welcome Packet

## **Introduction**

It's a pleasure to welcome you into the Graduate Business Program at California State University, Fullerton. Our policy of competitive admission makes this a real accomplishment.

Our program is accredited by the Association to Advance Collegiate Schools of Business (AACSB) International. The College has earned separate accreditation for its business and accounting programs. In the metro L.A. area, only USC and Cal State Fullerton have achieved this accomplishment. This accreditation assures you of a rigorous, in-depth program, covering the full spectrum of business administration. In addition, we boast of well-qualified faculty, high academic standards, access to computing facilities and an extensive campus library system.

What follows is an attempt to identify and simplify some of the more pertinent information regarding our Business Graduate Programs. It is by no means a complete compendium of graduate rules and regulations, simply a distillation of the more important ones. It is an overview, and is not meant to replace either the University Catalog, or the Graduate Advisor in the College of Business & Economics Advising Center.

## **California State University, Fullerton (Irvine Campus)**

Cal State Fullerton's branch campus at Irvine was established in fall 2002 to meet the higher education needs of central and south Orange County. Irvine Campus offers many of the resources of a large university in a smaller, more personal learning environment.

Located on the grounds of the former El Toro Marine Corps Air Station in Irvine, about 19 miles from Fullerton. Irvine Campus students are taught by Cal State Fullerton faculty members, so our courses are of the same high academic quality as those offered at the main campus. Students who take classes at Irvine Campus receive their degree from Cal State Fullerton.

Only upper-division, credential and graduate-level courses are offered at the Irvine Campus. Students must have been admitted through the regular admission process or already enrolled at Cal State Fullerton, and meet the same academic requirements and prerequisites as current students.

Services available with a personal connection. Irvine Campus has the resources, services and facilities to help you get the most from your education in and out of the classroom. A full range of services are provided through the Student Affairs office including:

- Academic Advisement
- Career Counseling
- Financial Aid Counseling
- Disabled Student Services
- Student Involvement
- Tutoring options
- Programs offered by the Titan Student Union and the CSUF Associated Students Inc.

Students also are supported through:

- State-of-the art information technology facilities
- E-learning
- Admissions, Registration, and Cashiering.
- and more...

## **PREREQUISITES:**

Course prerequisites are listed in the University Catalog online ([www.fullerton.edu/catalog](http://www.fullerton.edu/catalog)). If you fall out of sequence with your cohort it will be your responsibility to make sure you meet the pre-requisite for each course prior to enrolling.

### **CONTINUOUS ENROLLMENT:**

Students are required to maintain continuous enrollment in every fall and spring semester from the beginning of the program of study until award of the degree.

Graduate students may request a leave of absence for up to one year. Students must be in good academic standing and have completed at least six units in residence at CSUF. Further information, as well as an application, may be obtained from the Graduate Studies office. At the Irvine Campus each semester is broken into two separate terms. If you need to request a term off you would submit a request for session off. The form can be found online at the current students website: <http://business.fullerton.edu/graduateprograms/currentStudent/mbalrvine/index.htm> Students who need to take a both session off (the entire semester) petition the university for a "Leave of Absence." The forms are located online: [www.fullerton.edu/graduate/](http://www.fullerton.edu/graduate/)

Students are not eligible to petition for a leave of absence in their first semester of enrollment. A graduate student who finds it impossible to attend during a certain semester and is not eligible for a leave of absence, must register in Graduate Studies 700. Registration is restricted to conditionally classified or classified graduate students. It carries no unit credit and does not require class attendance. Students who do not file a request or enroll in GS700 will be dropped from the program.

### **Internships**

Direct all questions regarding internships to the Center for Internships and Service Learning, located in Langsdorf Hall 209. Students must pick up the necessary forms and get the appropriate departments approval to enroll in an internship for credit. ***Internships may not be used as part of a students study plan, but may be taken for personal knowledge and experience.***

### **Intersession**

Intersession takes place in January between the fall and spring semesters. It's rare that a course applicable to the study plan is offered.

The Mihaylo College of Business & Economics does offer an Independent Study Course Mktg599 "European Tour". There are additional fees for the study abroad course. Please contact Ms. Mazzey for details by the beginning of October if you are interested in attending in January.

### **Registration Holds**

To check if you have a hold on your registration go to your portal and Titan Online. If there is a hold on your registration it will have the name of the department and the number to call to request your hold be removed.

### **Unofficial Withdrawal (WU)**

Failure to formally withdraw from a class will result in a grade of "WU". This counts as an "F" in computing a GPA (Graduate students may repeat the first semester in which they received a "WU(s)", then petition that they not be used in computing GPA.) If the petition is approved the "WU(s)" will remain on the transcript, but will not be included in computing a GPA. This is the only instance in which a grade will not be included in computing the GPA.

### **Things of a General Nature**

Students who drop out of the program without being granted a leave of absence must reapply for admission if they wish to return. They are subject to any new program requirements that have come into effect during their absence.

Normally five years (ten semesters) are allowed for completion of the degree program. However, for cause, the Office of Graduate Studies can grant an extension to seven years (fourteen semesters). This extension must be applied for prior to the first study plan course becoming outdated.

# STEP TEN

Review Online Handbook (Extended education)

**ONLINE HANDBOOK (extended education)**

The department of Extended Education has created a handbook that should answer many questions regarding registration, fees, financial aid and books. Please review the handbook as soon as possible and use it as a reference throughout your academic career here at CSUF.

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

# STEP ELEVEN

Capstone (Final Course)

# CAPSTONE Buad 591

Enrollment in Buad 591, Business Strategy Capstone is restricted to students who meet the prerequisites. Prerequisite: BUAD591 must be taken in your last semester and you must be within 6 units of completing your entire study plan (this includes BUAD591). Students wishing to enroll in this course must have prior approval from the Graduate Advisor. Be advised that not all graduate courses are offered during the summer session so you should not plan your graduation around summer classes. Elective Courses are not normally offered in the summer.

The capstone course, Buad 591, is a project course and must be completed with a "B" or better. You will be divided into groups and assigned to a company in Orange County. Your group will serve as a consulting team for the company.

## Enrollment Requirements:

- Buad 591 is to be taken in your last semester.
- Buad 591 is taken when you are within 6 units of completing your entire advising worksheet and [classified](#). **If you do not meet the prerequisites please do not send a request to reserve as seat as no exceptions will be granted.**
- Buad 591 **requires authorization prior to enrolling in the course.** To obtain authorization and reserve a seat you must send an email to Ms. Mazzey [dmazzey@fullerton.edu](mailto:dmazzey@fullerton.edu) by the reservation deadlines below. *Requests will not be accepted any earlier.*

## Additional Enrollment Requirement: (New Fall 2011)

Prior to enrolling in BUAD591 all Graduating students must complete a form entitled "Graduate Information Record". This form includes demographic, programmatic, employment, and other information vital to Mihaylo's statistical records. This information will be used to provide statistical support for Mihaylo College of Business and Economics through rankings, AACSB accreditation, diversity, and overall data gathering. Please note that all information of an individual nature will be kept confidential. Our purpose is to create statistical averages and means, not individual metrics.

- Permission to enroll in BUAD591 will not be granted until the "[Graduate Information Record](#)" form is received [click here](#) for the form.
- The "Graduate Information Record" form must be emailed to [mbacareers@fullerton.edu](mailto:mbacareers@fullerton.edu) or dropped off at SGMH4210 at the same time that you reserve a seat in BUAD591 and no later than 2 weeks prior to early registration.
- Once the form is received and you meet the pre-requisites for BUAD591 you will be provided with authorization to enroll.

## Reservation Deadlines:

- **Spring:** To reserve a seat for BUAD591 email one week prior to early registration.
- **Summer:** To reserve a seat for BUAD591 email one week prior to early registration.
- **Fall:** To reserve a seat for BUAD591 email one week prior to early registration.

To assist Mihaylo College in determining enrollment needs it is important that you send a request during the dates indicated above. Requests for enrollment after the dates above may not be accommodated.

#### Notification of Enrollment Authorization

- You will be notified by email two weeks prior to early registration with authorization of enrollment.
- If you are not eligible to enroll in BUAD591 you will be notified by email two weeks prior to early registration if not sooner.

# STEP TWELVE

Graduation Check

# GRADUATION CHECK

Graduate students are required to file and pay for a graduation check prior to the start of their final semester. You must be a currently enrolled Classified student at CSUF to apply for graduation. You are not required to pay the graduation fee at the time of application for graduation. However, you will be required to pay the graduation fee within 5 business days of submitting your graduation check. You will be required to pay the \$115 graduation fee to Student Financial Services (UH-180). Watch your campus e-mail and Student Center checklists for information on paying for the graduation check once you have applied.

- An appointment with your graduate advisor is not required unless you have questions.
- Students graduating **fall file their grad checks early August**. The results of your graduation check will be sent to you by the end of December. The [deadlines](#) can be found online.
- Students graduating **spring or summer file their grad checks early January**. The results of your graduation check will be sent to you by the end of May. The [deadlines](#) can be found online.
- You will apply for your graduation check **on-line via your Titan Online Student Center**. You must meet the minimum application requirements to apply on-line. (*The grad check is found in the drop down menu below your unofficial transcripts*).
- The form must be filled out and submitted online. Information on the general degree checkout process can be found [here](#).
- Students who fail to file a graduation check and pay the graduation fee will not be have their degree conferred and are not eligible to walk in the [Commencement](#) Ceremony.
- **NOTE FEES:** You are required to pay the graduation check fee within five business days, of submitting your graduation check, at the Cashier's Office, UH-180. Failure to pay this fee will result in postponement of degree confirmation to a future term.

Students who fail to complete requirements as planned must update the application for a graduation check and do so by the appropriate deadline. A fee of \$10.00 is required to change the graduation date. Forms for applying for graduation and changing the graduation date are available at the Admissions and Records Service Center and the [Graduate Studies](#) Office.

Finally, the student must be enrolled at the time of graduation. If the student has completed all study plan requirements, but forgotten to file a Graduation Check, a waiver of the [continuous enrollment](#) policy may be requested.

Students who have completed all coursework on the study plan and are continuing to work on a thesis, project or comprehensive exam preparation, may satisfy the continuous enrollment requirement by enrolling in [GS 700](#) through extended education. Permission to enroll through extended education is monitored through the Graduate Studies office using a request form signed off by the graduate advisor. Further information may be obtained from the [Graduate Studies office](#).

# STEP Thirteen

Academic Success

## Academic Success

The Mihaylo Graduate Business Program's priority is to help you prepare for and graduate from college. Student success represents academic achievement, engagement in educationally purposeful activities, satisfaction, acquisition of desired knowledge, skills, and competencies, persistence, and attainment of educational objectives (Kuh, Kinzie, Buckley, Bridges, & Hayek, 2007).

At Cal State Fullerton there are several departments on campus to facilitate your success. The Student Health and Counseling Center offers workshops and groups you can join throughout the semester for details [click here](#). Our office has created a [Resource Guide](#) that includes a list with contact information for multiple departments on campus that can assist you with your success here at Cal State Fullerton.

### University Learning Center

In addition, the [University Learning Center](#) (ULC) now has two Graduate Learning Specialists devoted exclusively to tutoring and coaching graduate students. **Graduate Learning Specialists also specialize in building study skills for those that are on academic probation.**

Graduate Learning Specialists are available for **free!** Get **coaching in**

- writing, research methods, APA/MLA, study strategies, study skills, presentation skills, and much more.

In addition, throughout the semester you will find workshops in

- presentation skills, managing your academic career, APA, interpreting research, plagiarism, conference presentation, task completion, from planning to execution, gutting the book, and building bibliographies

Workshops available this semester are tailored to your specific needs please contact [Graduate Studies](#) for details.

Introducing the Graduate Learning Specialists:

- Helen Alexander | (657) 278-2738 | [halexander@fullerton.edu](mailto:halexander@fullerton.edu)
- Dr. Gerardo Arellano | (657) 278-2738 | [garellano@fullerton.edu](mailto:garellano@fullerton.edu)

If you would like to schedule an appointment please call (657) 278-2738.

- *Fall 2011 Appointments* are available Monday-Thursday, 4-6p.m.
- *Fall 2011 Walk-ins* are available on Monday and Wednesday from 10 a.m. to noon.
- Location: Library second floor North, PLN 221 B and C.

This service is funded by EPOCHS grant from the U.S. Dept. of Education awarded to Office of Graduate Studies

### Graduate Studies and Counseling and Psychological Services

The office of [Graduate Studies](#) and Counseling and Psychological Services has teamed up to offer graduate students free supportive and counseling services. We would like to introduce, Chan Francis, your Graduate Support Specialist she can be reached at [cfrancis@fullerton.edu](mailto:cfrancis@fullerton.edu) or during her walk in hours Tuesday and Wednesday from 5pm-7pm in MH103. In addition, several services will be offered:

- Workshops on Stress management for Graduate Students, dealing with test anxiety, relaxation workshop series, and balancing academic and family life obligations.
- Graduate Support Group: a regular informal group that's open to graduate students to talk about their experience, frustrations, anxiety and about being a graduate student.
- Counseling: supportive counseling and mental health related counseling is also available.

Please contact [Francis Chan](#) directly for details on upcoming services or check out the [Graduate Studies](#) website.

*This service is funded by EPOCHS grant from the U.S. Dept. of Education awarded to Office of Graduate Studies*

## [The Women's Center & Human Services Department](#)

The Women's Center and the Human Services Department collaborated to create a brand new service for our students and staff: [Universityblues.org](http://Universityblues.org). This website, was designed to assist students who are confronted with emotional and social problems that might, if left unaddressed, result in students leaving school. If you have an emergency, please call 911.

# STEP Fourteen

Classification

## CLASSIFICATION

A student's status is changed to classified standing when an official Study Plan has been approved. An official study plan is approved once all the pre-classification requirements have been met. It is the **student's responsibility** to initiate the request for classified standing by either making an appointment with your Graduate Programs Advisor or filling out a petition for classification.

**NOTE:** Unclassified students have "restricted enrollment" until they have petitioned for classification and been approved.

### What is Restricted Enrollment?

There are a limited number of courses open to students who have not petitioned or been granted classified status. Students who are unclassified are only eligible to enroll in unrestricted courses. Once you have submitted your petition for classification and it has been approved you will then be eligible to enroll in restricted courses.

### Unrestricted Courses

- Math135 (*Mathematical Qualifying Exam (MQE) is completed through the testing center*)  
May be completed at a community college check online at [assist.org](http://assist.org) for equivalencies.
- ISDS265  
May be completed at a community college check online at [assist.org](http://assist.org) for equivalencies.
- ISDS513 or ISDS361A
- BUAD501
- Acct510
- Econ515
- Mgmt518
- Mgmt524
- Mgmt516
- ISDS514
- Acct511

### Restricted Courses (classified standing)

- Finance517
- Mktg519
- Mgmt515 / Econ521
- All 500 Level Electives
- All 400 Level Electives
- BUAD591

### When do I initiate a request?

Students will submit a petition for classification once they have enrolled in and completed all required pre-classification courses (grades must be posted) and submitted the necessary documents in the list below:

#### *Pre-classification Requirements:*

- Math135 Business Calculus or equivalent
- ISDS265 Intro. to Info Systems & Appl. or equivalent
- ISDS513, ISDS361A or Equivalent

- BUAD501 or equivalent
- Submit Concentration Approval Sheet
- Submit Replacement Approval Sheet (if applicable)
- All Evaluation forms submitted and decision(s) finalized

So that you do not run into registration problems keep in mind that it takes **4-5 business days** to process your petition for classification. *It is recommended that you petition for classification:*

### **Fall Registration**

Petitions should be filed no later than June 1<sup>st</sup> so that you do not run into registration problems with restricted courses in the Fall.

### **Spring Registration**

Petitions should be filed no later than August 1<sup>st</sup> so that you do not run into registration problems with restricted courses in the Spring.

### **How do I initiate a request?**

You are welcome to schedule an appointment using the online calendar. Be sure to schedule your appointment in the calendar titled "Classification". However, the **most efficient** way to request classification is by email.

Fill out the the [petition for classification](#).

Submit the petition via email to [dmazzey@fullerton.edu](mailto:dmazzey@fullerton.edu). If you schedule an appointment use the calendar titled "*classification*" and bring a completed "Petition for Classification" with you to the meeting. The petition takes 4-5 business days to process.

# STEP Eighteen

Academic Probation

## Academic Probation

This portion of your Graduate Student Handbook is designed to help you understand the university's Academic Probation Policy. Provide you with information on how to calculate your grade point balance and additional steps that must be followed. Please review the academic probation information below (Sections I - IV). It is critical to your success in the program that you read all the information provided.

### **I. What is Academic Probation**

A graduate student enrolled in the graduate degree program in the Mihaylo College of Business & Economics will be placed on academic probation and notified of academic deficiency if a cumulative grade-point average of 3.0 (B) for the approved plan of study is not maintained. The probation will commence with the fall or spring semester following the session in which the cumulative grade-point average failed to meet the 3.0 (B) standard. It is the student's responsibility to become familiar with and understand the [Academic Probation Policy](#).

Graduate students in the Mihaylo College of Business & Economics will be allowed **two semesters**, excluding summer terms, on academic probation. However, students are subject to disqualification if they are unable to improve their academic situation or if their academic situation worsens at the end of their first semester on probation.

Students on academic probation in their second semester are **"not"** eligible to enroll during their third semester until grades are reviewed. This means students will not be eligible to utilize early registration.

### **II. Areas of Significance for Academic Probation**

As you continue forward there are **several items that you must keep in mind**. There are several areas that determine academic probation: Overall, Study Plan, Foundation, and pre-requisites.

1. All 400 & 500 level courses will have an impact on your *overall cumulative GPA* even if the course is not included on your Study Plan / Advising Worksheet.
2. Courses that are 100 and 200 level will not have an impact on your cumulative or study plan GPA (ex: Math135 and ISDS265).
3. 300 level courses, if required on your advising worksheet, will not have an impact on your overall cumulative GPA or study plan GPA; however, the GPA for the prerequisite area will be impacted.
4. Pre-classification courses such as **ISDS513**, & **BUAD501** may not be used to improve your *study plan GPA*; however, the courses will impact your overall cumulative GPA.

MBA

1. You must maintain a B average for your *study plan*.
2. Finally, you must maintain an *overall cumulative 3.0 (B) GPA*.

### **III. Disqualification**

The Office of Graduate Studies approaches the subjects of student probation and disqualification very seriously and methodically. We follow the requirements of both state law and CSUF university policy, as outlined in the University Catalog. In addition, we consult with the graduate program advisor or chair of the department involved and conduct an in-house discussion of each potential disqualification case.

The Associate Vice President, Academic Programs, in consultation with the Mihaylo College of Business, **may disqualify a graduate student who is on probation if the student does not, or cannot raise the study plan and cumulative grade-point average to 3.0 by the completion of the second regular semester following** the semester in which the grade-point average fell below the minimum 3.0 standard. In addition, if at anytime it becomes mathematically impossible to raise a your GPA to a 3.0 (B) average you will be removed from the program regardless of the number of semesters you have been on probation.

#### IV. What is the next step in the process?

Students who go on Academic Probation for the first time **must** follow [Four Steps](#) that have been created to help you successfully remove yourself from academic probation.

This portion of your Graduate Student Handbook has been created to provide you with five simple steps to follow if you have been placed on Academic Probation. Please read and follow all five steps.

#### Step1

Read about Graduate [Academic Standards](#) and [Grade Point Balance](#)

#### Step2

Review the [online power point presentation.](#)

#### Step3

1. Fill out the [Academic Success Sheet](#).
2. Calculate your Grade Point Balance using the [Grade Point Balance System](#) provided.

#### Grade Point Balance System

The Grade Point Balance system is a system that is used to show you your relative position to a 3.0 GPA. **A positive value indicates a GPA above 3.0, a negative value indicates less than 3.0, a zero grade point balance indicates a GPA of exactly 3.0.** You are on probation whenever there is a negative number in either the all university GPA or Cal State Fullerton GPA. To get off probation, you need to receive enough positive grade points (A grades) to offset the negative grade points (C, D, or F grades). Grades of "B" will not change your grade point balance. In addition, any course on the approved program of study in which a grade of D, F, WU, or IC is received must be repeated regardless of the study plan cumulative grade-point average of the student. These courses may be repeated only once, and the grades received on both attempts will be used in computing the cumulative grade-point average.

The attached chart shows how grade point balance values are determined for whole grades. Pluses and minus change the grade point values. For example, a B+ in a three unit course is actually +0.9, a B- is -0.9.

| Grade    | 3 Unit Course | Grade | 3 Unit Course |
|----------|---------------|-------|---------------|
| A+       | +3            | C+    | -2.1          |
| A        | +3            | C     | -3            |
| A-       | +2.1          | C-    | -3.9          |
| B+       | +0.9          | D+    | -5.1          |
| <b>B</b> | <b>0</b>      | D     | -6            |
| B-       | -0.9          | D-    | -6.9          |

|  |  |   |    |
|--|--|---|----|
|  |  | F | -9 |
|--|--|---|----|

3. Use the online [GPA Calculator](#) to determine your academic status. Calculate your Grade Point Average (GPA) using the online [GPA Calculator](#) GPA and print out a copy.

#### Step 4

After you have read "all" the AP material:

1. Schedule an appointment with your graduate program advisor (due to the complexity of academic probation questions will not be taken via email or over the phone – an appointment is required).
2. You are **required** to bring a copy of your [Academic Success Sheet](#) and GPA calculations to the advising session.

**Please schedule all appointments regarding Academic Probation in the online "Academic Probation" Calendar. [Appointments](#) are more readily available during the following months:**

- April 1 - June 1
- November 20 - December 15.