



# Business Honors Survival Guide

Mihaylo College of Business and Economics  
California State University, Fullerton

## IMPORTANT CONTACTS

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# FACILITIES

## Campus Map



CALIFORNIA STATE UNIVERSITY  
FULLERTON

# Business Honors Center

## ***Location and Hours***

The Business Honors Center is located in Steven G. Mihaylo Hall, Room 2401 (SGMH 2401). **The BH Center is available to all Business Honors students from 7:00am to 5:00pm every day.** The BHC offers a secluded environment to study, use computers and print documents free of charge, and connect with other BH students. There is also a dry-erase board that is used to announce upcoming events and important information. Access is provided via a keypad code you will receive at the Fall Kick-off event.

The BHC is shared with the Economics graduate students and therefore must be kept clean at all times. Please pick up after yourselves and be courteous and respectful to your Center mates. **This includes vacating the BHC by 5:00pm.** Discourteous behavior will result in the closure of the BHC for an unspecified period of time.

## ***Lockers***

There are 11 lockers inside the Business Honors Center that are available for use during the Fall and Spring semesters. Lockers will be assigned on a first come, first serve basis and will be re-assigned each semester. Combination locks will be provided for the lockers by the Mihaylo College of Business and Economics; locks that are not issued by the College will be removed. Food items are prohibited from being stored inside the lockers. Each student who is awarded a locker must sign a Locker Agreement and submit the signed form to the Business Honors Office in order to receive their combination number.

# ACADEMICS

## Mihaylo Business Honors Program Roadmap (Class of 2016-2018)

1. All **bold** classes must be completed in the designated semester. Classes with \* are not required for transfer.
2. **4-year students** may take up to 2 non-business honors sections of required classes over the 4-year program
3. **Transfer students** may take 1 non-business honors section of required classes over the 2-year program
4. **Transfer students** must complete the core business courses for Years 1 and 2 prior to joining the program
5. Students may enroll in business honors courses with the cohort 1 year ahead if schedules and pre-reqs allow
6. Roadmap includes 24 units of optional University Honors courses required for the University Honors designation

Year 1	
Fall Semester	Spring Semester
Critical Thinking (HONR 101A)	Oral Com (HONR 101B)
<b>*Univ 100</b>	<b>ISDS 265</b>
<b>Econ 201</b> (Business & GE req.)	<b>Econ 202</b> (Business & GE req.)
Math (as required)	GE Course (optional UH section)
English (as required)	GE Course (optional UH section)
GE Course (optional UH section)	GE Course (optional UH section)
Year 2	
<b>*BH Career prep workshops</b>	<b>Buad 301</b>
<b>Buad 201</b>	<b>Mgmt 246</b>
<b>Acct 201A</b>	<b>Acct 201B</b>
GE Course	<b>ISDS 361A</b>
American History or World Civ I (HONR 201A or 210A opt. UH)	American Govt. or World Civ II (HONR 201B or 210B opt. UH)
Year 3	
<b>Fin 320</b>	<b>Buad 300</b>
<b>Mgmt 339</b>	<b>Econ 315</b>
<b>Mktg 351</b>	<b>Mgmt 340</b>
<b>ISDS 361B</b>	Business Concentration Course
HONR 300A (optional – UH 1 unit)	HONR 300B (optional – UH 1 unit)
GE or Business Concentration Course	HONR elective (optional UH U/D)
Year 3-4 Enrichment Opportunities – complete one or both	
Winter Intersession or Summer	As Available
<b>Buad 499</b> (or alternative) – Study abroad program credits may apply to concentration electives or UH req.	<b>Buad 495</b> (or alternative) – Internship opportunity, ideally related to the specific area of concentration
Year 4	
*BH workshops + opt. HONR 400A	HONR 400B (optional – UH 1 unit)
Business Concentration Course	<b>Mgmt 449 (capstone)</b>
Business Concentration Course	Business Concentration Course
Global Business: U/D and GE	Business Concentration Course
U/D GE Course (UH section opt.)	U/D GE Course (UH section opt.)
HONR 497 (optional – UH 2 units)	HONR 497 (optional – UH 3 units)

GE = Lower division general education; U/D = Upper division; **UH** = University Honors req, optional for BH

## Mihaylo Business Honors Program Roadmap (Class of 2019 and after)

1. All **bold** classes must be completed in the designated semester. Classes with \* are not required for transfer.
2. **4-year students** may take up to 2 non-business honors sections of required classes over the 4-year program
3. **Transfer students** may take 1 non-business honors section of required classes over the 2-year program
4. **Transfer students** must complete the core business courses for Years 1 and 2 prior to joining the program
5. Students may enroll in business honors courses with the cohort 1 year ahead if schedules and pre-reqs allow
6. Roadmap includes 24 units of optional University Honors courses required for the University Honors designation

Year 1	
Fall Semester	Spring Semester
<b>Critical Thinking (HONR 101A)</b>	<b>Oral Com (HONR 101B)</b>
* <b>Univ 100</b> (Mihaylo 1 <sup>st</sup> Year)	<b>Buad 201</b>
<b>Econ 201</b> (Business & GE req.)	<b>Econ 202</b> (Business & GE req.)
Math (as required)	GE Course (optional UH section)
English (as required)	GE Course (optional UH section)
GE Course (optional UH section)	GE Course (optional UH section)
Year 2	
* <b>BH Career prep workshops</b>	<b>ISDS 351<sup>1</sup></b> ( <i>Acctg majors exempt</i> )
<b>Mgmt 246</b>	<b>Acct 201B</b>
<b>Acct 201A</b>	<b>ISDS 361A</b>
<b>Buad 301</b>	GE or Business Concentration Course
American History or World Civ I (HONR 201A or 210A opt. UH)	American Govt. or World Civ II (HONR 201B or 210B opt. UH)
Year 3	
<b>Fin 320</b>	<b>Buad 300</b> (MCBE Student Success)
<b>Mktg 351</b>	<b>Econ 315</b>
<b>ISDS 361B</b>	<b>Mgmt 340</b>
<b>Mgmt 339</b>	HONR 300B (optional – UH 1 unit)
HONR 300A (optional – UH 1 unit)	HONR elective (optional UH U/D)
GE or Business Concentration Course	GE or Business Concentration Course
Year 3-4 Enrichment Opportunities – complete one or both	
<b>Winter Intersession</b>	<b>After lower-division courses are completed</b>
Complete an approved academic study abroad program	Complete an approved academic internship related to your concentration
Year 4	
* <b>BH Motivation and persuasion workshops</b> + opt. HONR 400A	HONR 400B (optional – UH 1 unit)
<b>Phil 100,106,120,312</b> ( <i>take any semester</i> )	<b>Mgmt 449 (capstone)</b>
Business Concentration Course	Business Concentration Course
Global Business: U/D and GE	Business Concentration Course
U/D GE Course (UH section opt.)	U/D GE Course (UH section opt.)
HONR 497 (optional – UH 2 units)	HONR 497 (optional – UH 3 units)

<sup>1</sup> Transfer students subject to catalog year 2014-2015 and prior may satisfy ISDS 351 requirement by completing ISDS 265 equivalent course

**GE** = Lower division general education; **U/D** = Upper division; **UH** = University Honors req, optional for BH

# **Business Honors Program Academic Requirements**

## **How do I find the Business Honors classes when enrolling in courses on Titan Online?**

Business Honors class sections are usually noted with section number 40 or 41 (after the schedule number, i.e. XXXXX-40). The class description should also indicate 'Honors'.

## **Is there any flexibility in the selection or scheduling of Business Honors classes?**

The Business Honors program requires students in each cohort to complete the core courses in a specific sequence over their 4-year career. Special sections of each course are designated only for Business Honors students to ensure small class sizes and a dynamic classroom environment. General education classes and non-core classes can be scheduled with more flexibility than core business courses.

- Students beginning the program as freshman may select up to 2 non-Business Honors sections of the core courses over their 4 years in the program.
- Transfer students with 3 years remaining to complete their degree may select up to 2 non-Business Honors sections of the core courses.
  - Courses taken **ahead** of the Roadmap still count against the 2-course exemption
- Transfer students with 2 years remaining to complete their degree may select 1 non-Business Honors section of the core courses.

Flex passes **may not** be used to omit Business Honors seminars Buad 100, Buad 200, Buad 300, and Buad 400, nor the capstone course Mgmt 449.

## **What are the GPA requirements to remain in the Business Honors program?**

- Freshman must achieve a 3.25 cumulative GPA by the start of the 2<sup>nd</sup> academic year
- Sophomores must achieve a 3.40 cumulative GPA by the start of the 3<sup>rd</sup> academic year
- Juniors must achieve a 3.5 cumulative GPA by the start and at the end of the 4<sup>th</sup> academic year
- Students completing their undergraduate degree after year 4 must maintain a 3.5 GPA.

## **Course Repeat Policies**

If you receive a grade of "C-" (1.7) or lower in a particular course, you have the option of retaking the course and applying for either grade forgiveness or grade averaging.

### ***Grade Forgiveness: 16-unit limit***

Under "Grade Forgiveness" an adjustment is made to the GPA calculation to remove the effect of the initial grade and include only the repeated grade if the same course is repeated at CSUF with a better grade. Both grades remain listed on the official transcript. A petition should be filed with Admissions and Records to apply grade forgiveness.

### ***Grades Averaged: 12-unit limit***

An additional 12 units of coursework may be repeated, but without forgiveness. Grades from both the original class and the repeated class will be averaged in the student's GPA. This is possible even when taking the same course at an accredited collegiate institution as long as the units are eligible for transfer to CSUF.

NOTE: Undergraduate students may not repeat a course in which a grade of "C" or better has been earned, except for courses noted in the university catalog as "may be repeated for credit."

## CO-CURRICULAR

### **Business Honors Co-curricular Requirements**

#### ***Enrichment Opportunities***

Students must complete an approved academic internship or study abroad experience. Suitable programs may be found throughout the CSUF community.

- A customized **study abroad** experience is organized each winter by the Business Honors director. This 3-week course focuses on business practices in the European Union. Refer to the 'Study Abroad' section following for more information.
- **Academic internships** are offered by most concentration departments and are coordinated through the Center for Internships and Community Engagement (CICE) in Langsdorf Hall.

#### ***Co-curricular Activities***

Business Honors students are expected to be actively involved in campus life outside of the classroom. To ensure a well-rounded university experience, Business Honors students must complete certain Academic, Service, and Leadership development activities each year.

**Academic.** Students are expected to participate in a minimum of two academic enrichment activities each semester in addition to their coursework. These events are intended to foster a link between theory and practical application of concepts presented in the classroom.

**Service.** Students shall actively participate in 16 hours of service annually to the college, university, and/or community. This requirement is intended to expand the students' cultural

awareness and promote a spirit of generosity by applying skills and abilities to those in need.

**Leadership.** Students are required to make at least one significant commitment to personal leadership development each year. Leadership roles may be formal, such as an officer in a student organization, or informal, such as a peer mentor or active participant in group projects. Business Honors leadership activities are intended to develop creative problem-solving and critical thinking skills enabling students to make proactive decisions even when the correct path is uncertain.

### ***Business Honors Projects***

To satisfy the co-curricular activities of Academic, Leadership, and Service, each Business Honors student will select one of six projects to work on each year. Project teams will be made up of students from all Business Honors cohorts (freshman through seniors), with each student taking on a degree of responsibility suitable to his/her level of experience. Each student's role on the team will be determined by his/her skills and interests in combination with the skills and interests of other team members.

The time commitment for the co-curricular requirements is limited so each student can excel in their academic pursuits while fully participating in the projects. Each project has one 1 major deliverable each academic year, plus smaller activities in preparation for the event. After the project is completed, that team is expected to attend at least one other event during the academic year in support of the other Business Honors project teams.

In addition to their project assignment, each Business Honors student must attend 1 social event and 1 community outreach activity each semester.

**Should a student choose not to fulfill his/her project assignment, he/she will not complete the co-curricular requirements of the Business Honors program and will be subject to probation and potential withdrawal from the program.**

Probationary students are ineligible for priority registration and Business Honors scholarships during the probationary period. Two consecutive semesters of inactivity are cause for removal from the Business Honors program.

# Academic Internship and Study Abroad Information

The Business Honors Program requires students to complete one **academic** internship **or** one study abroad program during their 4-years in Business Honors.

## ***Internship***

To receive academic credit, internships must apply to the student's area of concentration and must be registered with the Center for Internships and Community Engagement (CICE). Students must complete the lower-division concentration requirements prior to beginning the internship.

If eligible, students must enroll in the associated internship 'course' for their concentration and pay the enrollment fee. In most cases the course does not require time in a classroom, but rather two reflection papers plus internship supervisor evaluation of the student's job performance. Internships will appear on the student's transcript with a 'Pass /No Pass' notation and do not contribute to the GPA.

BUAD 495 is an internship advisory course reserved for Business Honors students who cannot enroll in an internship related specifically to their area of academic concentration due to circumstances beyond their control.

## **CICE Hours:**

Monday – Friday, 8:00 am to 5:00 pm

Location: Langsdorf Hall, Room 206

Phone: (657) 278-3746

Email: CICE@fullerton.edu

## ***Study Abroad***

Any **academic** study abroad program will qualify for Business Honors credit, whether sponsored by the Business Honors

program or other department at CSUF or an approved outside organization. Study Abroad programs may be as short as 2 weeks or as long as an entire semester. Semester programs must be scheduled carefully to stay on track with the Business Honors 'roadmap' of required course completion. Contact the Director if you would like to spend an entire semester abroad.

The Business Honors program sponsors a study abroad program each winter focusing on business practices and culture in the European Union. Curriculum includes classroom sessions at a host university in France plus a semester project. During the 3-week program, students will visit Washington D.C., London, Paris, Berlin, Normandy, and Nantes (France). The Business Honors study abroad program is open to all business students meeting the GPA requirement. Scholarships may be available to help defer the cost of the program.

To receive academic credit for the program, students must register for the study abroad course at CSUF and pay the enrollment fees. Study abroad courses will appear on the student's transcript with a letter grade and will contribute to the student's cumulative GPA.

**Study Abroad Office Hours:**

Monday – Friday, 8:00 am to 5:00 pm

Location: International Education & Exchange, University Hall, Room 244

Phone: (657) 278-2787

Email: [sabroad@fullerton.edu](mailto:sabroad@fullerton.edu)

# UNIVERSITY HONORS

## **Overview**

The University Honors program is a university-wide program open to students from all majors who meet the academic requirements. The Business Honors Program is a separate honors program dedicated to Business Administration majors only. Students enrolled in Business Honors as **freshman** are automatically enrolled in University Honors. **Transfer** students must apply to the University Honors Director to be considered for admission to University Honors.

## **Incoming Freshmen**

University Honors courses focused on general education topics. Business Honors students are not *required* to enroll in University Honors classes, but are encouraged to do so as these courses provide a more dynamic classroom environment. You must maintain the same required cumulative GPA as Business Honors to remain in good standing with University Honors, in addition to completing 24 units of honors courses.

## **Transfer Students**

Students joining Business Honors after the freshman year must contact the University Honors Director, Susan Jacobsen, to petition for admission to that program. **Transfer students must have completed honors courses during their previous college career to be eligible for University Honors.**

Dr. Jacobsen can be reached at 657-278-7443 or [sjacobsen@fullerton.edu](mailto:sjacobsen@fullerton.edu).

# REQUIREMENTS, ADVISING AND GRADUATION

## **Business Honors Classes, Requirements and Advising**

### **Who should I ask about Business Honors classes and requirements?**

For Business Honors requirements please contact Marcia Clark (Director) at 657-278-8179.

For technical difficulties enrolling in the required courses, please contact Marina Zarate (Business Advising) at 657-278-4023 or by email at [mjzarate@fullerton.edu](mailto:mjzarate@fullerton.edu).

Office hours are also available at the **College of Business Advising Center (SGMH 1201)**:

#### Walk-In Hours

Monday and Tuesday 8:00 am - 6:45 pm

Wednesday and Thursday 8:00 am - 4:45 pm

Closed Friday and weekends

### **What do I do if the online system doesn't display the courses I'm required to attend?**

Since certain classes are reserved for Business Honors students, they may not be easy to find in Titan Online. The Business Advising office can provide the schedule number of the classes you are required to attend. With the schedule number in hand, follow the steps below to find the desired course:

- Go to your Student Center
- Click on drop down menu, select “add”
- Click on blue button to the right to go forward
- Under Enroll see Add to Cart, then enter class number example: 15850
- Click **[Enter]**, NOT **[Search]**
- When the course appears, click next and continue with registration

**Who should I ask about selecting a business concentration, double major, or other academic aspiration within the College of Business and Economics?**

**The College of Business Advising Center (SGMH 1201)** can help you explore the various concentrations within the Business Administration major and plan your class schedule.

**Who should I ask about selecting General Education classes to earn my Bachelor's degree?**

If you have questions about general education classes or you're not sure about pursuing a Business Administration degree, visit the [\*\*Academic Advisement Center, University Hall 123B.\*\*](#)

**Regular Office Hours**

Monday – Thursday 8:00am - 5:00pm

Friday 8:00am – Noon

**Is there any flexibility in the selection or scheduling of Business Honors classes?**

**Yes.** There is a limited amount of flexibility in scheduling the required Business Honors classes.

- Students beginning the program as freshman or sophomores may select up to 2 non-Business Honors sections of the required core courses over their 4-years in the program.
- Students beginning the program after the sophomore year may select 1 non-Business Honors section of the required courses during their time in the program.

In either case, the required classes must be completed prior to beginning the next set of classes on the Business Honors 'Roadmap'. Business Honors students are required to complete the core courses in a specific sequence over their 4-year career in order to maintain the cohesiveness of the cohort and maintain small class sizes. General education classes and non-core business classes can be scheduled with more flexibility than core business

courses. Students considering a double major, double concentration, or a minor in a non-business subject are encouraged to use the summer session for those additional course requirements, reserving core business courses for Fall and Spring semesters.

**Is it possible to graduate in 3 years or 5 years and still be in the Business Honors program?**

**Yes.** Business Honors students planning to graduate in 3 years may take courses with the cohort ahead of them to accelerate progression through the 'Roadmap.' Students wishing to graduate in 5 years must complete the 4-year Roadmap of courses, and then maintain the required 3.5 GPA for the 5th year.

While it is possible to accelerate or decelerate progression through the Business Honors program, **we strongly encourage students to finish their undergraduate degree in 4 years.** College is a time for students to explore options and develop experiences that will serve them throughout their lives. Students entering the university with substantial college credits should consider pursuing a double major or double concentration to make the most of their 4 years at CSUF. Alternatively, students with substantial college credits may take a lighter academic load to participate in student clubs or societies, pursue internships or study abroad opportunities, or simply enjoy the college experience. Students concentrating in Accounting will need 150 units to be eligible to take the CPA exam after graduation, so extra units will enable them to finish in 4 years rather than 5.

# **Business Honors Graduation Requirements**

## ***Academic Requirements***

Students must finish their 4<sup>th</sup> year of the Business Honors roadmap with a cumulative GPA of 3.5 or better. (See ‘Roadmap’, pages 8 and 9)

Per university policy, graduation lists and regalia (such as medals for achieving a 3.5 GPA) are awarded based on your cumulative GPA as of the **Fall** semester of your final academic year. If you do not have a cumulative GPA of 3.5 as of the Fall, you will not be recognized as an honors graduate during the commencement ceremony. Also per university policy, honors status is awarded based on non-rounded GPA. Even if you have a 3.49 cumulative GPA, you will not graduate with honors. If you bring your cumulative GPA up to 3.5 by the end of the Spring semester of your final year (without rounding), and you retain the 3.5 GPA until graduation (if you are staying an extra semester or two), your official diploma and transcripts will show you as graduating with honors, even though you will not be recognized as such at the commencement ceremony.

**If you do not achieve a 3.5 GPA by Spring of your 4<sup>th</sup> year, you will not receive Business Honors recognition on your diploma, even if you continue for another semester or two and ultimately bring your cumulative GPA to 3.5 by the time you graduate.**

All 4<sup>th</sup> year Business Honors graduates, regardless of GPA, will be recognized at the Year-end Awards Banquet prior to commencement. During that event, the Business Honors program will present our 4<sup>th</sup> year graduates meeting the GPA requirement with a special ‘cord’ indicating your accomplishment as a Business Honors student. All students completing the 4<sup>th</sup> year with Business Honors – regardless of GPA or graduation status – will receive a graduation gift at the banquet.

If a Business Honors students graduates after their 4<sup>th</sup> year (due to the 150 unit Accounting requirement, for example), they will not go through commencement with their cohort, but may 'walk' the following May.

If you are continuing for a 5th year and you have achieved a 3.5 cumulative GPA by the end of your 4<sup>th</sup> year, **you must maintain that GPA to receive Business Honors recognition when you graduate.**

If you are continuing for a 5th year and you have not achieved a 3.5 cumulative GPA by the end of your 4<sup>th</sup> year, the 5th year GPA will not count toward your Business Honors status, though you will be eligible for recognition as graduating 'cum laude' with a 3.5 GPA or better at the end of your studies.

During the commencement ceremony, graduates will be seated with their concentration, not with their Business Honors cohort, though the Business Honors students may be asked to stand and be recognized. Graduates will walk with their concentration peers to receive their diploma folder. The actual diploma will be mailed to each student once final grades are posted.

'Business casual' attire is appropriate to wear under your graduation robes.

# Steps to Graduation

Step 1: Grad Check

Step 2: Tickets

Step 3: GradFest and Orientation

Step 4: Commencement Day

## STEP 1: GRAD CHECK

### Undergraduates for Baccalaureate Degrees

Once you have completed your Grad Check, and are a candidate for graduation, you are eligible to participate in the Commencement Ceremonies. Undergraduate Candidates for the Baccalaureate must pay the \$115 graduation/diploma fee and file a request for a grad check two (2) semesters prior to the semester in which they anticipate completing all requirements for a degree.

**To Apply:** The grad check application form is available on your student portal under "self service." After successfully applying online for your grad check, you must go to the student financial services window in UH-180 to pay \$115 graduation/diploma fee. Complete information and instructions about the entire graduation check process for undergraduates is available on the university website under "Graduation."

<b>Undergraduate deadline schedule for Grad Check*</b>	
<b>Graduation Date</b>	<b>Grad Check Application Deadline</b>
January 2019	January 2018
May 2019/August 2019	January 30, 2019

\*Please visit [www.fullerton.edu/commencement/graduates/](http://www.fullerton.edu/commencement/graduates/) for dates and deadlines.

Questions regarding grad check status for undergraduates can be found on their student portal under their Titan Degree Audit (TDA). At the top of the page it states: "Degree Check Out Status." If they are a candidate it will say "candidate" and the anticipated date of graduation. If a student does not see that he/she has been designated a "candidate" the student may go to the "Student Center" section and look at the "to do" list to see if there is a step they have missed that remains to be done before they can be listed as a candidate.

## **STEP 2: TICKETS**

**Tickets are required for guests at all college and department graduation ceremonies.** Tickets are free of charge. Students will get unique tickets good for admittance only into their individual ceremony. Find out more at the Ticket Distribution website ([www.fullerton.edu/commencement/graduates/tickets.asp](http://www.fullerton.edu/commencement/graduates/tickets.asp)) and at the GradFest website ([www.fullerton.edu/commencement/graduates/gradfest.asp](http://www.fullerton.edu/commencement/graduates/gradfest.asp)).

## **STEP 3: GRADFEST**

Money-saving graduation packages and one-stop graduation shopping will be available at GradFest. This is the ideal opportunity to pick up your commencement parking permits/name cards, purchase a cap and gown, arrange photography appointments, order announcements, purchase a class ring, and pick up additional information on commencement, the CSUF Alumni Association and more.

### **Main Campus GradFest\***

Date: Early – Mid April

Location: Titan Shops

Time: 10 a.m. - 9 p.m.

*\* Please check the GradFest website for specific dates:  
[www.fullerton.edu/commencement/graduates/gradfest.asp](http://www.fullerton.edu/commencement/graduates/gradfest.asp).*

## **STEP 4: COMMENCEMENT DAY**

Graduates and guests are expected to conduct themselves with decorum and give proper respect to fellow graduates, guests, and the speakers on the stage. The use of beach balls or other items that detract from the ceremonies is prohibited. Cell phone use is restricted to line up, processional, and recessional; please no cell phones during the Commencement Ceremonies. Everyone attending is expected to remain in their seats until each ceremony is concluded.

### **Commencement Consists of Two Ceremonies:**

#### **University Commencement Ceremony**

Time: 8 a.m.

Location: Lawn north of the Titan Gymnasium

Format: Keynote Speaker, President and Dignitaries

No tickets required

#### **College/Department Graduations**

(Immediately following the conclusion of the University Commencement Ceremony)

Time: Approximately 9:30 - 11 a.m.

Location: Venues campus-wide

(Check your department venue at

[www.fullerton.edu/commencement/graduates/mcbe.asp](http://www.fullerton.edu/commencement/graduates/mcbe.asp))

Format: Students are called up individually to receive certificates and shake hands with the department chair.

Tickets Required

## **Commencement Schedule of Events:**

<b>7 a.m.</b>	Arrive on campus and proceed to Track located north of the gym to line up for Processional and receive instructions.
<b>8 a.m.</b>	University Commencement begins
<b>9:15 - 9:30 a.m.</b>	(Immediately following University Commencement) Proceed to staging site for college/department ceremony; Line up and receive instruction for processional.
<b>9:30 - 11 a.m.</b>	College/Department Graduation Ceremonies begin

For additional details for graduating students, please visit:  
[www.fullerton.edu/commencement/graduates/](http://www.fullerton.edu/commencement/graduates/)

# Commencement Ceremonies and Information

## *Ceremonies*

Specific dates and times change from year to year, but a typical schedule is presented below:

1. Late April or Early May – Business Honors Year-End Awards Dinner - 6:00pm to 9:00pm
  - a. All Business Honors seniors will be celebrated for completing the Business Honors program, regardless of final GPA or graduation date
  - b. All graduating Business Honors seniors with 3.5 GPA will receive their 'cords' to wear during the commencement ceremonies
  - c. Seniors continuing for a 5<sup>th</sup> year will not be given their cords until they officially graduate (must maintain a 3.5 GPA earned by Spring of the 4<sup>th</sup> year and maintained until graduation)
2. Mid May – Honors Convocation - 7:00pm
  - a. All graduating seniors with 3.9 GPA or better will be celebrated
  - b. All graduating President's Scholars and University Honors Program graduates will be celebrated
  - c. Invitations will be sent in late April. Participating students must wear appropriate academic regalia (caps and gowns)
3. Mid May – University Commencement and College Ceremony - 8:00am to approximately 12:00pm

## *Announcements*

Standard graduation announcements will be available in the Titan Shops Bookstore. The Bookstore is also offering personalized announcements that include the graduate's name, major and degree in the text of the announcement.

## *Cap and Gown*

Students must purchase their cap, gown, and tassel, which will be available for sale at the Titan Shops bookstore. In addition, regalia will be available for purchase at GradFest.

### ***Contact Information***

If you have specific questions regarding your College Graduation Ceremony, please contact Amanda Leon or Cory Shields, Mihaylo College Commencement Coordinators, at [MihayloCommencement@fullerton.edu](mailto:MihayloCommencement@fullerton.edu) or 657-278-5529 or at their office (SGMH 1507). To hear general information about Commencement via telephone, please call the Commencement Hotline at 657-278-4723.

### ***Diplomas and Certificates***

Certificates of Participation are presented at the college/department commencement ceremonies. Diplomas will be ready approximately nine weeks after the effective date of graduation and will be mailed directly to each graduate. Please make sure the graduation unit has your current address on file. Padded diploma cases are available for purchase in the Titan Shops.

### ***Dress***

Caps and gowns are mandatory for commencement activities and are available at the Titan Bookstore beginning in April. Masters' candidates will wear their hoods. Comfortable shoes are highly recommended since there will be considerable walking and graduates' seats are on the lawn.

### ***Honors Medallions***

Honors at graduation are awarded to undergraduate students in three classifications and take into account all courses taken at Cal State Fullerton and other institutions of higher learning through the **end of Fall semester**.

The minimum grade point averages follow:

- cum laude, 3.5-3.74;
- magna cum laude, 3.75-3.89;
- summa cum laude, 3.9-4.0.

Students who have earned honors at graduation will be awarded ribbons with medallions that bear the seal of the university: white ribbons denote cum laude; orange ribbons denote magna cum laude; and blue ribbons denote summa cum laude. Honors medallions will be distributed at college award ceremonies and those graduating with honors will receive invitations in the April/May timeframe.

### ***Name Cards***

A Graduate Name Card will be distributed with the guest tickets and parking passes at GradFest at Titan Shops; TitanCard located in the Pollak Library; and at the Irvine Campus, Room 115. The card should be completed and brought to the college graduations. The card has spaces for the graduate's name, address, major, degree level, and date (month only) of degree completion. Please print the information legibly. Once on the platform at the college ceremony, graduates will hand this card to the reader. Graduates with names that are difficult to pronounce should suggest a phonetic alternative spelling to facilitate accurate pronunciation. Extra name cards will be available at graduate assembly areas before the college ceremonies.

### ***Tassel Color and Position***

The degree earned dictates the color of tassel. Please check with Titan Shops for the appropriate tassel color.

- Bachelor's candidate - right side of mortarboard
- Master's candidate - left side of mortarboard

Note: these are the starting tassel positions so all Bachelor's candidates should come to Commencement with their tassels on the right and vice versa for Master's candidates.

***Titan Shops***

Students and guests can order Commencement items online at [www.titanbookstore.com](http://www.titanbookstore.com).

*For additional details on Commencement, please visit [www.fullerton.edu/commencement](http://www.fullerton.edu/commencement).*