

# Early Career MBA

## Student Handbook Fall 2016

**San José State University**

Lucas Graduate School of Business  
One Washington Square  
Business Tower,  
Room 350  
San José, CA 95192-0162

Lucas Business Complex  
2933 Bunker Hill Lane,  
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## MBA WORKSHEET

Welcome to the Early Career MBA program at the Lucas Graduate School of Business!

At the time of admission, the Lucas Graduate School of Business created a worksheet listing for each student the Name, Student ID Number, MBA track, GPA (Grade Point Average), GMAT/GRE (Graduate Management Admissions Test/Graduate Record Examination) score and last degree. The worksheet was sent by email or delivered during the advising meeting with the MBA Director.

The worksheet also specifies whether the admission is either in “conditionally classified” or “classified” (clear) standing. “Conditionally classified” students are required to complete certain prerequisites courses before their status can be changed to “classified” (clear) standing.

The worksheet contains a course plan with a sequence of core courses and each student is expected to follow such academic plan. Any deviation from the course plan must be approved by the MBA Director.

## COURSEWORK

### Prerequisite Courses

The worksheet indicates which prerequisite courses, if any, a student is required to complete. Prerequisite courses marked with an “X” are required and must be completed by the deadline listed in the worksheet.

***If the admission to the MBA program is conditional, the Lucas Graduate School of Business reserves the right to rescind such admission, if the deadline for the successful completion of all required prerequisites courses is not met.***

In order to prove the successful completion of the prerequisite courses, a student must provide the Lucas Graduate School of Business office with official transcripts indicating a completed course grade of “B” or better. The official transcripts should NOT be sent to the Admissions and Records office or to the Graduate Admissions and Program Evaluations office.

### Sessions

Early Career MBA program is structured in two sessions within each term (Fall, Spring and Summer). Fall and Spring sessions usually last seven/eight weeks, whereas Summer sessions usually last five weeks. Usually, classes meet from 6:00 p.m. to 10:00 p.m. one night a week for the length of a session and one to two Friday evenings, and/or two half-day Saturdays. On an exceptional basis some courses may span across multiple sessions. For detailed and updated information about the course schedule, students should consult the website <http://www.sjsu.edu/lucasschool/current-mba/schedule/index.html>. The approximate dates for the sessions are as following:

	FALL	SPRING	SUMMER
SESSION A	Late August – Mid-October	Late January – Mid-March	Early June – Early-July
SESSION B	Mid-October – Mid-December	Mid-March – Late May	Early-July – Mid-August

### Early Career MBA courses: Accelerated, Full-time and Part-time tracks

The Early Career MBA program consists of fifteen courses (forty-two semester units) including eleven core courses and four elective courses. The Early Career MBA students enroll in courses as a quasi-cohort. Core classes are taken in a predetermined identical sequence by all students belonging to the same program track. Such sequence is specified in the worksheet and must be followed by each student. Any change to the core courses sequence must be approved by the MBA Director. The Early Career MBA is defined as a “quasi” cohort program because students have a choice in the selection of the elective courses and their term of enrollment.

The Early Career MBA program allows students to choose one of the three available tracks: accelerated, full-time or part-time. The accelerated track requires students to enroll in five courses in the Fall and Spring semesters and four

courses in the Summer term. Students following an accelerated track complete the Early Career MBA program within 12 months.

The full-time track requires students to enroll in at least three courses during the Fall and Spring terms (except for the last term of enrollment in core courses). Students following a full-time track usually complete the Early Career MBA program within 21-24 months.

The part-time track requires students to enroll in no more than two courses each term (except for the first semester when students must register for three core courses). Any exception to this requirement must be approved by the MBA Director. Students following a part-time track usually complete the Early Career MBA program within 33-36 months. The part-time track is ONLY available to domestic students working full-time at the time of enrollment.

**Students enrolled in a particular track must follow the course plan listed in the worksheet and cannot switch track without the prior approval of the MBA Director.** Students who wish to change their Early Career MBA track must submit an official request and motivate the change to the MBA Director. Upon the approval of the change, a student will receive a worksheet with a new course plan.

The sample study plan for each track is available at [http://www.sjsu.edu/lucasgsb/programs/mba/current-students/schedule/MBA%20Study%20Plan%20ECMBA\\_ALL\\_8.5x11\\_v2.040916.pdf](http://www.sjsu.edu/lucasgsb/programs/mba/current-students/schedule/MBA%20Study%20Plan%20ECMBA_ALL_8.5x11_v2.040916.pdf)

## Courses Sequence

Students must enroll in all the core courses in accordance to the sequence listed below. It is not allowed to enroll in fewer or more core classes during any term. Summer enrollment for accelerated track students is mandatory, whereas for full-time and part-time students is optional. In order to complete the program in a timely manner, students may decide to enroll in elective courses during the Summer term/s.

Students are required to select four elective courses to complete the MBA program. The elective courses can be taken during any term conditional on the fulfillment of the necessary course prerequisites as stated in the SJSU catalog. Early Career MBA students are permitted to enroll in the elective courses offered in the off-campus MBA for Professionals program. Graduate students are not allowed by SJSU to enroll in more than fifteen (15) semester units during Fall and Spring terms or twelve (12) semester units in the Summer term.

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### Courses Sequence - Accelerated Track

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#### Year 1 – Fall Term

BUS 201: Business Communications  
BUS 210: Developing and Managing People  
BUS 220: Financial and Managerial Accounting  
BUS 260: Managerial Decision Analysis  
BUS 270: Financial Management  
BUS 280: Operations and Supply Chain Management

#### Year 1 – Spring Term

BUS 202: Managing in the Global Economy  
BUS 230: Marketing Management  
BUS 250: Law and Ethics  
Two Elective

#### Year 1 – Summer Term

BUS 265: Silicon Valley Experience  
BUS 290: Strategic Thinking (capstone)  
Two Electives

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### Courses Sequence - Full-time Track

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#### Year 1 – Fall Term

BUS 201: Business Communications  
 BUS 210: Developing and Managing People  
 BUS 220: Financial and Managerial Accounting  
 BUS 270: Financial Management  
 One Elective (Optional)

#### Year 1 – Spring Term

BUS 202: Managing in the Global Economy  
 BUS 230: Marketing Management  
 BUS 250: Law and Ethics  
 One Elective

#### Year 1 – Summer Term

One or Two Elective/s (Optional)

#### Year 2 – Fall Term

BUS 260: Managerial Decision Analysis  
 BUS 280: Operations and Supply Chain Management  
 One or Two Elective/s

#### Year 2 – Spring Term

BUS 265: Silicon Valley Experience  
 BUS 290: Strategic Thinking (capstone)  
 One or Two Elective/s

#### Year 2 – Summer Term

One or Two Elective/s (Optional)

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### Courses Sequence - Part-time Track

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#### Year 1 – Fall Term

BUS 201: Business Communications  
 BUS 210: Developing and Managing People  
 BUS 280: Operations and Supply Chain Management

#### Year 1 – Spring Term

BUS 202: Managing in the Global Economy  
 BUS 230: Marketing Management

#### Year 1 – Summer Term

One or Two Elective/s (Optional)

#### Year 2 – Fall Term

BUS 220: Financial and Managerial Accounting  
 BUS 270: Financial Management

#### Year 2 – Spring Term

BUS 250: Law and Ethics  
 One Elective

#### Year 2 – Summer Term

One or Two Elective/s (Optional)

#### Year 3 – Fall Term

BUS 260: Managerial Decision Analysis  
 One Elective

#### Year 3 – Spring Term

BUS 265: Silicon Valley Experience  
 BUS 290: Strategic Thinking (capstone)  
 One Elective

#### Year 3 – Summer Term

One or Two Elective/s (Optional)

#### Year 4

One or Two Elective/s (Optional)

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Students should be aware that some courses are sequenced in the MBA program. For example, BUS 220, Financial and Managerial Accounting must be completed prior to taking BUS 270, Financial Management. BUS 220 must be completed before taking any accounting electives and BUS 270 must be completed before taking any finance electives. Similarly, BUS 230, Marketing Management is a prerequisite for many marketing electives. Finally, the core course BUS 265, Silicon Valley Experience and capstone course, BUS 290, Strategic Thinking are the last two core courses in the MBA program. You must enroll in BUS 265 during the same semester as BUS 290.

Nevertheless, the activities and assignments related to BUS 265 occur throughout the entire MBA program. Successful completion of BUS 201, BUS 202, BUS 210, BUS 220, BUS 230, BUS 250, BUS 260, BUS 270 and BUS 280 are required in order to enroll in BUS 290. Concurrent enrollment in BUS 290 and other core courses is NOT allowed.

As a guideline, the course numbering indicates the following functional areas of business education:

- 220's – Accounting
- 230's – Marketing
- 240's – Management Information Systems
- 250's – Organization and Management
- 260's – Management and Decision Science
- 270's – Finance
- 280's – Operations

### Elective Courses

MBA students are required to successfully complete four elective courses as part of the graduate program. Elective courses can be chosen to emphasize knowledge in a particular functional area of business. Early Career MBA students can select graduate business elective courses offered on-campus and also in the MBA for Professionals, an off-campus program. The elective course are offered by the various academic unit composing the Lucas College and Graduate School of Business:

- A&F: Accounting and Finance Department
- M&DS: Marketing and Decision Sciences
- MIS: Management Information Systems
- SM: School of Management
- SGIL: School of Global Innovation and Leadership

As an elective course, a graduate student can select a maximum of one upper-division business undergraduate course (100-level) OR one graduate non-business course (200-level). Enrollment in such elective course is conditional on the written approval by the MBA Director and it is specific to a given course and a given semester.

Early Career MBA students can select BUS 298-C, Applied Business Experience Internship as one of the elective courses. Such course allows students to receive academic credits (three semester units) for an internship. The internship must be approved by the MBA Director. Information on the requirements and the application procedure for BUS 298-C can be found at <http://www.sjsu.edu/lucasschool/current-mba/forms/index.html>.

Elective courses scheduled in the MBA for Professionals are held at the off-campus at the Lucas Business Complex (2933 Bunker Hill Lane, Suite 120, Santa Clara, CA 95054). Usually, classes meet from 6:00 p.m. to 10:00 p.m. one night a week for the length of a session and one to two Friday evenings, and/or two half-day Saturdays. The schedule details the assigned dates and times for the Friday/Saturday component of each course.

### **Please NOTE:**

- The tuition for the courses in the MBA for Professionals (off-campus) program are different than the fees and tuitions for the courses in the Early Career MBA program. Please consult the following page before enrolling in any MBA for Professionals elective course:  
<http://www.sjsu.edu/lucasschool/current-mba/schedule/index.html>.
- If you are currently receiving Financial Aid, there will be potential impact on state university grants due to enrollment in off-campus course/s. Please contact the Financial Aid Office before moving forward with enrollment in off-campus course/s.

## ENROLLMENT POLICIES

Although the Early Career MBA course schedule is organized around two sessions within an academic term (Fall, Spring and Summer), administrative policies and deadlines are set by SJSU according to a semester-based calendar. Hence, the enrollment and payment procedures follow the University administrative calendar whether the MBA courses take place in session A or B. All session A and B courses must be added or dropped by the beginning of the semester according to the add/drop SJSU published dates. In conclusion, SJSU consider each course as if it were following the University semester-based calendar. No administrative adjustment is made for the session-based calendar of the MBA program. Below please find a summary of the most relevant deadlines for enrollment decisions during the Academic Year (AY) 2016-2017.

### Fall 2016

Action	Deadline	Document/Form	Late Fees	Impact on Grade
<b>Session A: 8/22-10/15</b>				
Course Drop	August 21, 2016 Last day to drop all classes or withdraw with 100% refund	MySJSU Self-Service; No document is required	No late fees	No impact
	September 6, 2016 Last day to drop a class without a “W” grade entry on student’s permanent record	MySJSU Self-Service; No document is required	No late fees	No impact
	September 7, 2016 Beginning date to Late Drop Course/s with a “W” grade entry on student’s permanent record	Graduate Admissions & Program Evaluations: <a href="http://www.sjsu.edu/gape/docs/withdrawal%20form.pdf">http://www.sjsu.edu/gape/docs/withdrawal%20form.pdf</a> Late drop petition, personal statement & supporting documents	No late fees	“W” grade entry on student’s permanent record; No Impact on GPA computation if approved
Course Add	August 24 – September 13, 2016 Late enrollment with Late Registration Fee	MySJSU Self-Service; No document is required	\$25 Late Registration Fee (if student has not enrolled in any units)	No impact
	September 14 – September 20, 2016 Late enrollment for Pre-Census requests	Office of the Registrar: <a href="http://www.sjsu.edu/registrar/forms/index.html">http://www.sjsu.edu/registrar/forms/index.html</a> Pre-Census petition, personal statement & supporting documents	\$45 late fee	No impact
	September 22, 2016 Late enrollment for Post-Census requests	Office of the Registrar: <a href="http://www.sjsu.edu/registrar/forms/index.html">http://www.sjsu.edu/registrar/forms/index.html</a> Post-Census petition, personal statement & supporting documents	\$200 late fee	No impact
<b>Session B: 10/17-12/9 (Final Exams 12/14-12/20)</b>				

**Spring 2017**

Action	Deadline	Document/Form	Late Fees	Impact on Grade
<b>Session A: 1/25-3/18</b>				
Course Drop	January 23, 2017 Last day to drop all classes or withdraw with 100% refund	MySJSU Self-Service; No document is required	No late fees	No impact
	February 7, 2017 Last day to drop a class without a “W” grade entry on student’s permanent record	MySJSU Self-Service; No document is required	No late fees	No impact
	February 8, 2017 Beginning date to Late Drop Course/s with a “W” grade entry on student’s permanent record	Graduate Admissions & Program Evaluations: <a href="http://www.sjsu.edu/gape/docs/withdrawal%20form.pdf">http://www.sjsu.edu/gape/docs/withdrawal%20form.pdf</a> Late drop petition, personal statement & supporting documents	No late fees	“W” grade entry on student’s permanent record; No Impact on GPA computation if approved
Course Add	January 26 – February 14, 2017 Late enrollment with Late Registration Fee	MySJSU Self-Service; No document is required	\$25 Late Registration Fee (if student has not enrolled in any units)	No impact
	February 15 – February 21, 2017 Late enrollment for Pre-Census requests	Office of the Registrar: <a href="http://www.sjsu.edu/registrar/forms/index.html">http://www.sjsu.edu/registrar/forms/index.html</a> Pre-Census petition, personal statement & supporting documents	\$45 late fee	No impact
	February 23, 2017 Late enrollment for Post-Census requests	Office of the Registrar: <a href="http://www.sjsu.edu/registrar/forms/index.html">http://www.sjsu.edu/registrar/forms/index.html</a> Post-Census petition, personal statement & supporting documents	\$200 late fee	No impact
<b>Session B: 3/20-5/16 (Final Exams 5/18-5/24)</b>				

Please Refer to Bursar’s Link for Tuition Refund Table: [http://www.sjsu.edu/bursar/payment\\_refunds/prorata\\_refund/index.html](http://www.sjsu.edu/bursar/payment_refunds/prorata_refund/index.html).



## REGISTRATION

### Course Listings

The business graduate courses offered each semester are published in the SJSU Schedule of Classes. However, for the most up-to-date listings, please go to the website: <http://www.sjsu.edu/lucasschool/current-mba/schedule/index.html>. From the schedule, by clicking on an instructor's name, a student can access the instructor's personal website and the course syllabus.

### Registration via MySJSU

Each semester a student must visit <http://my.sjsu.edu> to learn the date and time of the registration appointment. Registration for classes is completed via <http://my.sjsu.edu>. This is an interactive process and is available 24 hours daily during the published dates. User ID and Password are necessary to complete the registration. For technical issues related to login procedures, students can contact [ithelpdesk@sjsu.edu](mailto:ithelpdesk@sjsu.edu). The Lucas Graduate School of Business office does not have access to student passwords.

### Payment Due Date

As part of the online registration process, students are assigned a payment due date. The payment date may not appear online until the day following the registration. If the payment deadline is not met, the student is dropped from all the registered courses.

## ADDING A COURSE

In order to add a course after the Advance Registration period has ended, registration will re-open during the first week of (semester) instruction and a student may register online if there is space available in the class. If the class is full, or the student would like to add the class after the first week of (semester) instruction, a permission number from the instructor is needed. Each instructor has a different policy for distributing permission numbers, so students should contact the instructor to find out his/her policy. Instructors may give a permission number in advance, or require attendance to the class on the first day. Students using an add code for registration, must register via <http://my.sjsu.edu> by the published date for the last day to add.

For a complete Academic Calendar visit the Registrar's website at <http://www.sjsu.edu/registrar/calendar/index.html>.

## DROPPING A COURSE

### Instructor-initiated Drop

Instructors are permitted (but not required) to drop students who do not attend the first scheduled class meeting and who do not contact them PRIOR to the first class. In addition, instructors may drop students who do not meet the stated course prerequisites. Please review the MBA schedule to verify the prerequisites for the courses before registration.

### Student-initiated Drop

After the first class meeting, a student may drop a course through MySJSU prior to the drop deadline. The day following a course drop, students should verify in the MySJSU website that the drop procedure was successful. It is the student's responsibility to make sure courses are dropped.

### Drop Deadlines

Students should consult the SJSU Schedule of Classes to determine the last day to drop or withdraw from class without a "W" grade. Usually, the Drop Deadline date is about two weeks into the semester. To withdraw from a class after the "last day to drop", a Late Drop Petition must be completed. Late drops are approved by the Office of

Graduate Studies and Research for documented serious and compelling reasons only. Withdrawing or dropping a class after the published last day to drop does not cancel any financial obligations to the university.

## GRADING

SJSU uses a four-point grading scale (A, B, C, D, F) as its basic grading system. This applies to all coursework except for individual study courses, which usually are graded credit/no credit.

### Grade Points

A+, A 4.0	C+ 2.3	D- 0.7
A- 3.7	C 2.0	F 0.0
B+ 3.3	C- 1.7	WU 0.0
B 3.0	D+ 1.3	
B- 2.7	D 1.0	

Graduate students must maintain a minimum cumulative GPA of 3.0 (“B”) throughout the entire MBA program. A grade of “C-” in any course is considered a failing grade, and the course must be repeated. If a course is repeated, the second grade is averaged with the first grade in the GPA calculation. (Note that at the graduate level, the second grade never replaces the first). Furthermore, a grade of “B” or better is required for the project in Bus 290, Strategic Thinking.

San José State University makes grades available at <http://my.sjsu.edu>. Individual grade reports are not mailed or communicated by email to students.

### Incomplete “I” Grades

An Incomplete “I” signifies that a portion of the required coursework has not been completed and evaluated by the end of the class. Before the end of the semester, the student must reach an agreement with the instructor on the remaining course requirements and how they will be satisfied. All make-up work for an Incomplete must be finished within one calendar year immediately following the end of the term in which it was assigned. Failure to complete the assigned work results in the “Incomplete” turning into an “IC”, which is calculated as an “F” for grading purposes. The Incomplete cannot be removed on the basis of work completed at another institution, nor by re-enrolling in the course.

### Withdrawal Grades

A “W” on a transcript indicates that the student was permitted to drop the course after the Add/Drop period with the approval of the instructor and the concurrence of the Office of Graduate Studies and Research. A grade of “W” is not included in the computation of the GPA.

A “WU” indicates that a student did not officially drop or withdraw from a course and failed to complete the course requirements. For the computation of the GPA a “WU” is equivalent to an “F”.

## ACADEMIC PROBATION AND DISQUALIFICATION

### Academic Probation

A graduate student who does not maintain a minimum cumulative 3.0 GPA (a grade of “B” on a four-point scale) is subject to academic probation. It is the student’s responsibility to continuously monitor his or her own academic standing. Graduate students are cleared from probation if the cumulative GPA reaches a 3.0 GPA or better the semester following the notification of probationary status. Please refer to University Policy Probation and Disqualification: <http://www.sjsu.edu/senate/docs/S16-16.pdf>.

### Academic Disqualification

A graduate student who is on academic probation must earn at least a 3.0 grade point average each successive term until the required 3.0 cumulative GPA is again established. This requires enrollment in at least one letter-graded course in each term that the student is on probation. If these conditions are not met, the student will be disqualified

from the University. Please see the SJSU catalog for more information on academic disqualification <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-14114.14274.14285.html>.

## TIME LIMITATIONS

All coursework for the MBA program must be completed within seven years. If courses become outdated, consult the SJSU catalog <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-14114.14274.14313.html>.

## OPEN UNIVERSITY AND TRANSFER

Student may transfer up to twelve semester units to apply toward the MBA degree. MBA courses taken in the MBA for Professionals (formerly Executive Style MBA) program through Open University are considered equivalent to “transfer units”. Courses considered for credit transfer must be part of a graduate degree program offered by a peer accredited institution. Please note the extension courses will not be accepted for credit transfer toward the MBA degree. Students wishing to apply for credit transfer must submit a detailed description of the courses taken to the MBA Programs Coordinator. In order for the credit units to be counted toward the MBA degree requirements, the transfer must be approved by the MBA Director.

## APPLYING FOR THE DEGREE

After completing at least nine SJSU letter-graded units, which must include BUS 200W, a student in Classified standing should complete a Departmental Request for Candidacy Form. The instructions and the form can be found at the following web address: <http://www.sjsu.edu/lucasschool/current-mba/forms/index.html>. The completed form must be submitted to the MBA Programs Coordinator by e-mail as an MS Word attachment no later than the posted document deadlines for the semester related to the graduation date (see dates below).

## AWARD OF THE MASTER’S DEGREE

Completing the course requirements in a Master’s program at SJSU is a major accomplishment. However, it does not automatically lead to the award of degree. Students must initiate the award of degree process by completing the Application for Award of Master’s Degree Form (<http://www.sjsu.edu/lucasschool/current-mba/forms/index.html>) and submitting it to the Lucas Graduate School of Business office.

The Application for Award of Degree must be submitted after the Candidacy has been approved. To expedite the process, student should fax the form directly to the office of the Lucas Graduate School of Business at 408-924-3426. Note that this is a different fax number from the number on the form.

Students must be aware of paperwork deadlines! If you do not file the necessary documents by the published deadlines, the graduation may be delayed. Deadlines for filing these forms are as follows:

### Filing Deadlines

Graduation Date	May	August	December
Candidacy Form Due	September 1	February 1	March 15
Award of Degree Form Due	February 1	June 1	September 1

For more information regarding the steps to complete your master’s degree, please visit the following website: [http://www.sjsu.edu/gape/current\\_students/](http://www.sjsu.edu/gape/current_students/).

## COMMENCEMENT

The university offers a commencement ceremony each Spring. This occurs the Saturday of the Memorial Day weekend. The ceremony is for the current Spring graduates, and the previous Fall and Summer graduates. For example, the Spring 2016 ceremony was open to students graduating in Spring 2016, Fall 2015 and Summer 2015. This ceremony is free for participants and guests.

The Lucas College and Graduate School of Business currently offers two ceremonies, one in Spring and one in Fall. Those invited to the Spring ceremony are Spring graduates and the following Summer graduates. Those invited to the Fall ceremony are Fall graduates and previous Summer graduates. Hence, Summer graduates have a choice of attending either ceremonies. The ceremony costs approximately \$15-\$20 for tickets for guests and there is a limit on the number of tickets per student.

## STUDENT IDENTIFICATION

A “Tower Card” is issued to Early Career MBA students as student identification. This card is used for student identification to obtain services at the Library, Event Center, Health Center, Admissions & Records, Career Planning and Placement, parking permits, athletic events, Santa Clara County Valley Transit (buses & Light rail) and other frequently used student services.

The first Tower Card is free. Tower cards are available at the Cashier’s Office (windows 9 to 11) located in the Student Services Center. In order to receive the Tower Card a driver’s license or other photo identification is required. A plastic card holder is provided with the Tower Card. Students are eligible for a Tower Card after registering and paying for the courses in the first semester of enrollment.

## EVALUATION IN EFFECTIVENESS IN TEACHING (SOTE)

The Office of Institutional Effectiveness and Analytics sends the SOTE announcement to all students enrolled at SJSU via their preferred email address specified in MySJSU. An individual SOTE link for each registered course will be created in student’s MySJSU account toward the end of each session. Students are granted 10 business days to evaluate the class/instructor and each evaluation link expires at 11:59PM before the last class meeting.

## COMMUNICATIONS

Most communications will occur via email from your Program Coordinator, who will often send important information such as impending deadlines, networking opportunities, changes to policies, scholarship opportunities, program announcements, etc. Occasionally, students will receive letters in the mail. It is imperative that students keep the contact information (especially email address) up to date through the Program Coordinator as well as through the university (<http://my.sjsu.edu/>).

## CONTACT INFORMATION

### Lucas Graduate School of Business

<http://www.sjsu.edu/lucasschool/>

Main Office 408-924-3420

Dr. Marco Pagani, MBA Director [marco.pagani@sjsu.edu](mailto:marco.pagani@sjsu.edu) 408-924-3477

Sun Chou, MBA Programs Coordinator [sun.chou@sjsu.edu](mailto:sun.chou@sjsu.edu) 408-924-3498

Rick Partridge, Lucas Graduate School Career Consultant [rick.partridge@sjsu.edu](mailto:rick.partridge@sjsu.edu) 408-924-8049

Margaret Farmer, Admissions Support Coordinator [margaret.farmer@sjsu.edu](mailto:margaret.farmer@sjsu.edu) 408-924-3425

Ellen Manganiello, Lucas Graduate School Coordinator [ellen.manganiello@sjsu.edu](mailto:ellen.manganiello@sjsu.edu) 408-924-3427

Dr. Stephen Kwan, Associate Dean [stephen.kwan@sjsu.edu](mailto:stephen.kwan@sjsu.edu) 408-924-3420

**Lucas Graduate School of Business**

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lucas-school@sjsu.edu

**Lucas Business Complex**

2933 Bunker Hill, Suite 120  
Santa Clara, CA 95054  
408-924-4292

**SJSU Offices & Websites**

- Graduate Admissions and Program Evaluations: <http://www.sjsu.edu/gape/> 408-924-2480  
Victoria De-Baz, Evaluator [victoria.de-baz@sjsu.edu](mailto:victoria.de-baz@sjsu.edu) 408-924-3297
- Office of the Registrar: <http://www.sjsu.edu/registrar/>
- Bursar's Office: <http://www.sjsu.edu/bursar/> 408-924-1601
- Tower Card: <http://www.sjsu.edu/bursar/services/towercard/>
- Financial Aid and Scholarship Office: <http://www.sjsu.edu/faso/>  
Carol Garcia, Student Services Professional [carol.garcia@sjsu.edu](mailto:carol.garcia@sjsu.edu) 408-924-6081
- Parking Services: <http://www.sjsu.edu/parking/> 408-924-6556  
Parking Permits: <http://www.sjsu.edu/bursar/services/parking/index.html>
- Career Center: <http://www.sjsu.edu/careercenter/> 408-924-6031
- International Student and Scholar Services: <http://www.sjsu.edu/issu/> 408-924-5920
- Dr. Martin Luther King, Jr. Library: <http://library.sjsu.edu/> 408-808-2000  
Christa Bailey, Business Librarian [christa.bailey@sjsu.edu](mailto:christa.bailey@sjsu.edu) 408-808-2422
- SJSU Catalog: <http://info.sjsu.edu/>