

**Donald & Sally Lucas
Graduate School of Business**

Executive-Style MBA Program

New Student Handbook



**SAN JOSÉ STATE
UNIVERSITY**

*Congratulations on your acceptance into the
Lucas Graduate School of Business!*

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WELCOME TO THE SJSU MBA PROGRAM!

MBA WORKSHEET

Your MBA Worksheet was included with your acceptance letter to the Lucas Graduate School of Business. This worksheet lists your Name, Student ID Number, GPA (grade point average) and GMAT (Graduate Management Admissions Test) scores. Please call the Lucas Graduate School of Business office if you find any errors on your worksheet.

You have been admitted as either “conditionally classified” or “classified” (clear) standing. “Conditionally classified” means that you need to complete certain prerequisites (outlined on your worksheet) before your status can be changed to “classified” standing.

COURSEWORK

Prerequisite Courses

Your Worksheet indicates which prerequisite courses, if any, you will be required to take. Prerequisite courses marked with an “X” are required for your program of study. You must clear your prerequisites prior to the first day of instruction to qualify for enrollment in core courses. Enrollment is limited to elective courses until all prerequisite requirements are cleared

If you complete your prerequisite courses at another institution, you must have official transcripts submitted directly to the Lucas Graduate School of Business office or to Sun Chou at the Silicon Valley Site office. Do **not** submit them to Admissions and Records or to the Graduate Admissions and Program Evaluations office.

Course Sequencing

Bus 210, Developing and Managing People or *Bus 200W, Managerial Communications*, must be completed within your first year. Please be aware that some courses are sequenced in the MBA program. For example, *Bus 220, Accounting Principles*, 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 taken before taking any finance electives. Similarly, *Bus 230, Marketing Management* is a prerequisite for many marketing electives. Once you have completed all of your prerequisite and core courses (*Bus 200W, 202, 210, 220, 230, 250, 260, 270, and 280*) and at least two (2) Electives, you will be eligible for *Bus 290, Strategic Thinking*.

A rough guide to course numbering:

- 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

You must meet the prerequisites before registering in any core course.

General Course Information

The Executive-Style MBA program is designed to accommodate the working professional. All Executive-Style MBA classes meet at our Silicon Valley Site from 6:00 p.m. to 10:00 p.m. one night a week for eight (8) weeks and two half-day Saturdays or one full Saturday. The published schedule details the assigned dates and times for the Saturday component of each course.

The course schedule is listed on the Lucas Graduate website, <http://www.sjsu.edu/lucasschool/current/mba/schedule/>. From the schedule, by clicking on an instructor's name, you can view their website and the course syllabus.

Textbook and Course Preparation

Students can find out the assigned textbook a few weeks prior to the first day of class. The textbook will be listed on the course syllabus on the instructor's website. You should be sure to obtain your textbook and review the syllabus before classes begin and complete the reading, if any, for the first class meeting.

The majority of off-campus students order textbooks on-line (for example, using half.com or Amazon.com) because they do not often travel to the on-campus bookstore. However, most of the instructors order the textbooks through the Spartan Bookstore. Textbooks are also available at Robert's Bookstore near the main campus. Please contact the bookstore directly for textbook availability; the Spartan Bookstore will be happy to send books to you. <http://spartanbookstore.com/>

SESSIONS

The Executive-Style MBA program has three regular semesters broken into six sessions in a calendar year. They are as followed with approximate dates:

- FALL:** **Session A** - Late-August through mid-October
 Session B - Mid-October through mid-December.
- SPRING:** **Session A** - Beginning of January through late-February
 Session B - Late-February through late-April.
- SUMMER:** **Session A** - Late-April through mid-June
 Session B - Mid-June to mid-August.

REGISTRATION

Course Listings

The most up-to-date Executive-Style MBA course offerings are published in the Lucas Graduate website, <http://www.sjsu.edu/lucasschool/current/mba/schedule/>.

Executive-Style MBA Program Sample Course Listings

The Executive-Style MBA Program offers core courses once a year in a sequenced fashion. In order to complete the program in two years and it is important to take a core course each session when it is offered. If you miss taking a core course you may be off-cycle from the course sequencing and have to wait until the next offering.

Fall	Session A: Bus 210 or Bus 200W	Session B: Bus 230 or Bus 280 & Bus 290
Spring	Session A: Bus 220 or Bus 250	Session B: Bus 270 or Bus 260
Summer	Session A: Bus 202	Session B: Bus 290

Registration via MySJSU

Each semester you will need to visit <http://my.sjsu.edu> to learn your registration appointment period. Registration for classes is done via <http://my.sjsu.edu>. This is an interactive process and is available 24 hours daily during the published dates. You will need your User ID (9-digits SJSU student Identification number) and Password to complete the registration. If you lose your password, you must contact cmshelp@sjsu.edu or call 408-924-1530. The Lucas Graduate Office does not have access to student passwords. The system allows you to enroll in a course if space is available and you have met the prerequisites.

Payment Due Date

SJSU does not send you bills by mail. As part of the online registration process, you will be given a payment due date. The due date may not appear online until the next day. If the payment deadline is not met, you may be dropped from all of your classes; however, this is not always the case. If you sign up for a class, do not pay, and do not attend, you may not be dropped and may have a balance remaining on your account.

Form of Payment

Forms of payment accepted by the University are: cash, check, E-check, money order, or credit cards (there is a 2.75% charge on use of credit cards). Acceptable credit cards are: MasterCard, American Express and Discover. If you use a check, please send it to: San Jose State University, Bursar's Office, One Washington Square, San Jose, CA 95192-0043.

LATE ADD

If you wish to add a course but the system doesn't allow you to enroll because the class is full, please attend the first class meeting. You must fill out the Late Add Form and obtain instructor's signature to add in the course. If you wish to add a course after the first class meeting, you must first contact the instructor and obtain instructor's signature in the Late Add Form to be submitted to the office for late add.

DROPPING A COURSE

If you wish to drop a course, you can drop using the Web Registration system, <http://my.sjsu.edu>, before the refund deadline. Return to the Web Registration system in the following day to make sure that your drop action was successful. It is the student's responsibility to make sure courses are dropped. Important: Never assume an instructor has dropped the class for you for any reason.

Withdrawing from the program after the full-refund deadline will not cancel any financial obligations to the university.

If you drop on the first day you will receive a "W" grade on your transcripts which stands for "Withdraw". This does not affect your GPA. If you do not drop the class and do not attend, you will receive a "WU" on your transcript, which stands for "Withdrawal Unauthorized." For purposes of grade point average a "WU" is equivalent to an "F" and is calculated in the grade point average.

Drop Policy

In order to receive a full refund, you must drop the class the day prior to the first day of class. A 100% refund less \$20 processing fee will be issued in a check. If you drop from the day of the first class meeting to the 5th day (including weekend and holidays) will receive a 75% refund. A 75% refund less \$20 processing fee will be issued in a check. Please check the "Schedule" page for the "Refund Policy" to determine the exact dates.

Financial Petition Form

Students may request some portion of refund by submitting the Financial Petition Form to the International and Extended Studies office. All refunds for Special Session programs are solely controlled by IES and the petitions are reviewed on a case by case basis. Please contact the Silicon Valley Site office for the form.

GRADING SCALE

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 and internship courses, which usually are graded credit/no credit.

Grade Points

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

Graduate students must maintain a 3.0 (“B”) average for all coursework taken as a graduate student. 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.) In addition, a grade of “B” or better is required for the project in Bus 290 (Strategic Thinking).

San Jose State University makes grades available at <http://my.sjsu.edu>. Individual grade reports are not mailed 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 taken 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 Academic Services. It is not used in calculating the grade point average.

A “WU” indicates that a student did not officially drop or withdraw from a course and failed to complete the course requirements. For purposes of grade point average a “WU” is equivalent to an “F” and is calculated in the grade point average.

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 grade point average reaches a 3.0 GPA or better the semester following first notification of probationary status.

Academic Disqualification

A graduate student who is on academic probation must earn **better than a 3.0 grade point average** each successive term until the required 3.0 cumulative grade point average 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.

TIME LIMITATIONS

All work for the MBA program must be completed within seven years. If courses become outdated, consult the SJSU catalog.

APPLYING FOR THE DEGREE

Once you have completed at least nine SJSU letter-graded units (which must include BUS 210 or BUS 200W), and have Classified standing, you should complete a *Departmental Request for Candidacy Form*. The instructions and the form can be found on our website. It must be submitted to your Program Coordinator by e-mail as an MS Word attachment no later than the posted document deadlines for the semester related to your graduation date. See dates below.

Once the Graduate Admissions and Program Evaluations office has approved your Candidacy, an approval letter and a copy of your Candidacy form will be mailed to you. No other document will be sent indicating your Advancement to Candidacy. During your last semester, your Program Coordinator will review your records and submit course substitution forms to the Graduate Admissions and Program Evaluations office on your behalf.

AWARD OF THE MASTER'S DEGREE

Completing course requirements in a Master's program at SJSU is a major accomplishment. However, it does not mean that you will be awarded a degree. You must initiate the process by completing the *Application for Award of Master's Degree Form* (also found on our website) and submitting it to the Lucas Graduate School of Business office.

You submit your Application for Award of Degree after your Candidacy has been approved; be aware of the deadline dates. To expedite your paperwork, please fax your form to our office at 408-432-8487. 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 your paperwork by the published deadlines, your 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 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/completing_masters/index.htm

LEAVE OF ABSENCE

Students who have attended at least one semester/session as a matriculated student and who are in good or probationary standing may choose to skip one semester (Fall or Spring) without submission of a Leave of Absence form. If you attend either session at off-campus during a semester, it is considered enrollment for the semester term.

Students choosing this option must return the following semester and continue their enrollment as a matriculated student. If a student does not return in the semester following the one semester leave, the student will be required to reapply for admission to the next available admission term. Students utilizing this option may not submit a formal leave of absence following the one semester leave.

Although Summer semester is considered as a regular term off-campus, it is not recognized as a regular term by the University. If you were to leave for Spring term, attend Summer term, and then leave again for Fall term, it will result in an inactive status because it is considered as an absence of two consecutive semesters.

OPEN UNIVERSITY AND TRANSFER

You may transfer up to six semester units to apply toward your MBA degree. Note: SJSU Open University courses are considered the equivalent to “transfer” units. Courses from other universities must be presented to your Program Coordinator and approved by the MBA Faculty Director in order to count toward your degree.

STUDENT IDENTIFICATION

A “Tower Card” is issued to On-Campus MBA students as student identification. Executive-Style MBA students are not eligible for a Tower Card because this program is offered on a “Special Session” basis. As such, the Special Session fee schedule is entirely different from the standard university fees paid by On-Campus students.

However, Special Session students *can* purchase a Tower Card and services provided by Associated Students. The VTA sticker can be purchased at the Associated Students Office for \$75.00 per semester and a Tower Card can be purchased separately at the Bursar’s Office for \$5.00.

- Campus Recreation
- Computer Services Center (including the Student Union Computer Lab)
- General Services Center
- Print Shop
- Government
- Transportation Solutions
- Community Action Center
- Free Admission to SJSU Sports Events

Visit the Associated Students, <http://as.sjsu.edu/index.jsp> for detailed information.

An alternative “Enrollment Verification Card” can be issued to off-campus students by request at both Bursar’s office and Silicon Valley Site office upon proof of registration. This card allows you to obtain an SJSU library card so that you can access all the SJSU student services at the Dr. Martin Luther King, Jr. Library. This card also allows you to stay after the public hours.

SJSU LIBRARY ACCESS

All registered SJSU student information is automatically entered into the library database. This will give you access outside the King Library to the SJSU databases and eBooks. In order to have this access you will need to know your SJSU ID and PIN. Please visit the library link, <http://library.sjsu.edu/services/borrowing/index.htm> for more information.

SJSU STUDENT EMAIL ACCOUNT

Registered SJSU students are eligible to create a SJSUOne account. This system is developed and maintained by University Computing & Telecommunications. Please follow directions in the link, <http://www.sjsu.edu/sjsuone> for a SJSU student email account.

SILICON VALLEY SITE WIRELESS INTERNET NETWORK

The Silicon Valley Site offers a wireless network to off-campus users. Please contact the Silicon Valley Site office for a Wireless Internet Authentication form.

PARKING

Parking at the Silicon Valley Site is free. You may park your vehicle at any available parking space within the complex.

SILICON VALLEY SITE CAMPUS HOURS

Mondays to Thursdays: 9: am to 10:30 pm (maximum)

Fridays: 9:00 am to 4:00 pm (maximum)

Saturdays: 9:00 am to one hour after the latest ending class (maximum at 6pm)

Please check the Saturday schedule posted in the lobby for campus opening hours if you are planning a study group. **The schedule is subject to revision according to the schedule of classes.**

COMMUNICATION

Most communication will be 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, you will receive letters in the mail. It is imperative that you keep your contact information (especially your email address) up to date through your Program Coordinator as well as through the university via the <http://my.sjsu.edu> website.

IMPORTANT WEBSITES

- Lucas Graduate School of Business: www.sjsu.edu/lucasschool
- Graduate Admissions and Program Evaluations/Graduate Studies and Research: <http://www.sjsu.edu/gape>.

- SJSU Catalog: <http://info.sjsu.edu/static/catalog/graduate.html>
- Tower Card: <http://www.sjsu.edu/bursar/services/towercard/>
- Bursar's Office: <http://www.sjsu.edu/bursar/>
- Office of the Registrar: <http://www.sjsu.edu/registrar/>
- Career Center: <http://careercenter.sjsu.edu/>
- Financial Aid: <http://www.sjsu.edu/faso>
- International Programs and Services: <http://www.sjsu.edu/depts/ipss/>

CONTACT INFORMATION

Lucas Graduate School of Business

Main Office	408-924-3420
Admissions, Margaret Farmer	408-924-3420
Off-Campus MBA Programs, Sun Chou	408-432-8485
On-Campus MBA Program, Cathy Dougherty	408-924-3424
Lucas GSB Coordinator, Ellen Manganiello	408-924-3427
MBA Faculty Director, Dr. Mahesh Rajan	408-924-3420
Associate Dean, Dr. Deborah Crown	408-924-3420
Rick Partridge, MBA Career Consultant	Rick.Partridge@sjsu.edu

SJSU Offices

Call SJSU (Student Services Phone System)	408-283-7500
Graduate Admissions and Program Evaluations	408-924-2480
Evaluator: Jill Stahl	408-924-3297
SJSU Library (Reference)	408-808-2100
Parking Permits	408-924-6556
Financial Aid	408-283-7500
Bursar's Office	408-924-1601(Student Accounts & Collections)
	408-924-1631(Cashiering Services)
International Programs & Student Services	408-924-5920

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