

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

MBA-One 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-ONE 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), GMAT (Graduate Management Admissions Test) scores and a list of fourteen pre-selected courses. 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. You must clear your prerequisites prior to the first day of instruction.

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. Your prerequisite courses must be cleared prior to participation in the MBA-One orientation or your admission to the program will be rescinded.

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 the Silicon Valley Site office. Do **not** submit them to Admissions and Records or to the Graduate Admissions and Program Evaluations office.

Curriculum

Like our other MBA programs, the one-year MBA consist of fourteen courses: ten required and four electives. However, the MBA-One course schedule is structured to integrate the core and elective courses to fit the one-year, accelerated program design. Each MBA-One courses earns 3 semester units of credit and each course is condensed into ten 4-hour classes throughout the 8-week session. The entire program is completed in 6 sessions, a twelve month cycle.

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.

General Course Information

The MBA-One is a full-time graduate-level program that is designed for non-working professionals who want to obtain their Master's degree in as short a time as possible. To be successful in the program it is expected that you fully participate in all scheduled classes, workshops, guest speaker series, and any other designated activities that the MBA-One faculty team requires throughout the week and weekend.

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. All MBA-One classes are held at the Silicon Valley Site.

Textbook and Course Preparation

A few weeks before your new session begins please find out what textbooks are assigned for the upcoming session. Be sure you obtain your textbook and review the syllabi 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 don't 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 MBA-One 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 MBA-One course offerings are published on the Lucas Graduate website, <http://www.sjsu.edu/lucasschool/current/mba/schedule/>.

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.

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.

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*. Your Program Coordinator will alert you to the process via email and will file all the MBA-One Candidacy forms as a group.

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.

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*. Your Program Coordinator will also distribute and submit this form for all the MBA-One candidates as a group.

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	August
Candidacy Form Due	January
Award of Degree Due	June

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

STUDENT IDENTIFICATION

An “Enrollment Verification Card” can be issued to Executive-Style MBA students by request at both the 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.

ADDITIONAL SJSU CAMPUS SERVICES

The Executive-Style MBA program is offered on a “Special Session” basis which means that it is self-supported and does not use state dollars to fund students. As such, the Special Session fee schedule differs from the programs offered on the SJSU campus which are funded by the State of California. Many SJSU services offered on the SJSU campus are also available to Special Session students for an additional fee of \$80.00. This is accomplished by purchasing a VTA sticker from the Associated Students Office for \$75.00 and then a Tower Card from the Bursar’s office for \$5.00.

The additional services and benefits are:

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

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

The SJSU Student Health Center provides medical services and maintains an in-house licensed pharmacy. Special Session students can seek for medical care for \$25 per visit. For more information on the SJSU Student Health Center, please visit their website: <http://www.sjsu.edu/studenthealth/>

The SJSU Event Center Sports Club is equipped with a Mini Gym, Dance/Fitness Studios, Racquetball Courts and Locker Rooms. Special Session students can access the sports club with a monthly membership purchase of \$30 OR \$40 with access to both the sports club and outdoor pool. Please visit the SJSU Event Center Sports Club for detailed membership information: http://www.union.sjsu.edu/ec/EC_Sport_Club/ec_sport_club.html#maincontent

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.

COMMUNICATION

The MBA-One cohort group communicates through Yahoogroups email. This is an ideal way to communicate as it allows everyone to keep up to date simultaneously and at all times.

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.

MBA-ONE GRADUATION

The University does not have summer graduation. Thus, the MBA-One cohorts have traditionally designed and hosted their own graduation celebration. Each year the MBA-One graduation committee customizes this special day to be shared with family, friends, faculty and staff.

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	408-562-5720
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

**San Jose State University
Donald and Sally Lucas Graduate School of Business
One Washington Square
Business Tower: Room 350
San Jose, CA 95192-0162**

**Silicon Valley Site
NETWORK MEETING CENTER AT TECHMART
5201 Great America Parkway, Suite 213
Santa Clara, CA 95054**