



STUDENT HANDBOOK

Lucas Business Complex

For MBA-One, Executive-Style MBA, and
MS in Taxation Students

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
Suite 120
Santa Clara, CA 95054



LUCAS GRADUATE SCHOOL
OF BUSINESS

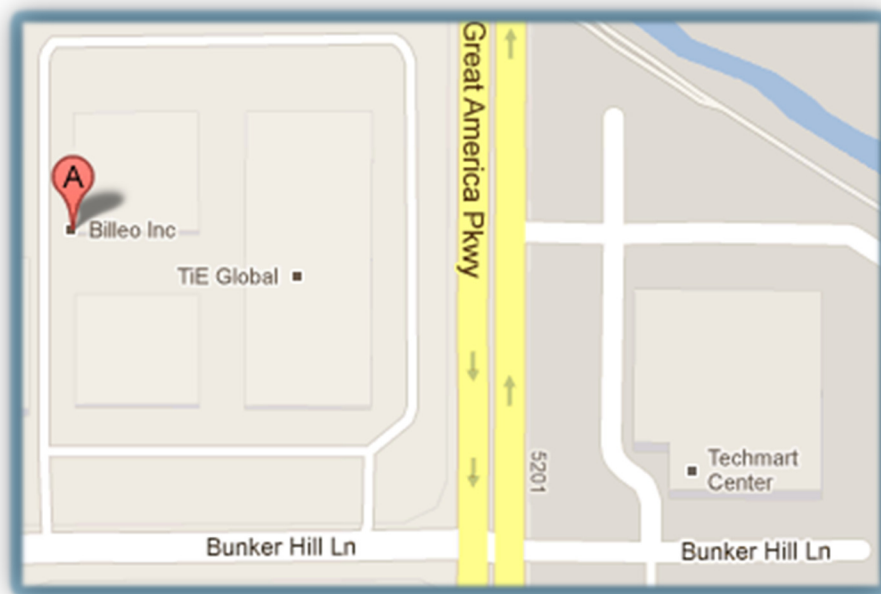
SILICON VALLEY FACILITY

All off-campus business graduate programs are operated out of the Lucas Business Complex on Bunker Hill Lane in Santa Clara. Positioned in the heart of the “Golden Triangle” of the Silicon Valley, the Lucas Business Complex is **easily accessible from Hwy 101, Hwy 237, and public transportation**. This location offers a comfortable, state of the art learning environment.

The Lucas Graduate School of Business office is located on the first floor, **Suite 120**. The office phone number is (408) 924-4292.

LUCAS BUSINESS COMPLEX

**2933 Bunker Hill Lane
Santa Clara, CA 95054**



DRIVING DIRECTIONS

- 1. Directions from San José**
 - Take Highway 101 North to Great America Parkway exit.
 - Turn right onto Great America Parkway and go about 1.5 miles.
 - The facility will be on your left at the intersection of Bunker Hill Lane.
- 2. Directions from San Francisco**
 - Take Highway 101 South to Great America Parkway exit.
 - Turn left onto Great America Parkway and go about 1.5 miles.
 - The facility will be on your left at the intersection of Bunker Hill Lane.

3. Directions from Berkeley/Oakland

- Take Highway 880 South.
- Exit Route 237 West.
- Make a left onto Great America Parkway.
- The facility will be on your right at the intersection of Bunker Hill Lane.

4. Directions from Walnut Creek

- Take Highway 680 South to Calaveras Blvd (237) in Milpitas.
- Exit and head west (right) on Calaveras Blvd (237).
- Make a left onto Great America Parkway.
- The facility will be on your right at the intersection of Bunker Hill Lane.

5. Directions from Palo Alto

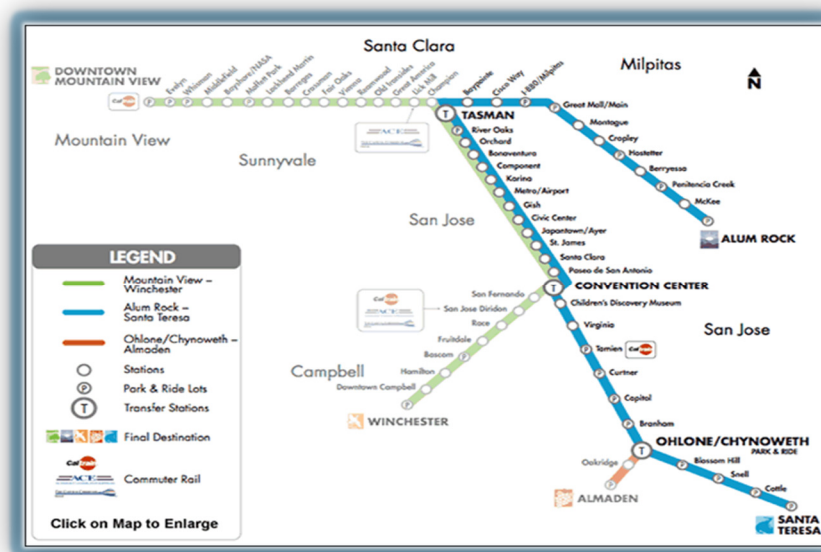
- Take Highway 101 South to Great America Parkway exit.
- Turn left onto Great America Parkway and go about 1.5 miles.
- The facility will be on your left at the intersection of Bunker Hill Lane.

6. Directions from Santa Cruz

- Take Highway 17/880 North. Exit 101 North.
- Turn right onto Great America Parkway and go about 1.5 miles.
- The facility will be on your left at the intersection of Bunker Hill Lane.

PUBLIC TRANSPORTATION

The Lucas Business Complex is also accessible via public transportation - **VTA Light Rail lines 901** (Alum Rock to Santa Teresa) and **902** (Mountain View to Winchester). If using line 901, you will need to switch to line 902 at the Tasman station and continue to Bunker Hill.



For detailed information about VTA public transportation options, please go to www.vta.org.

PARKING

Free parking is available in the building's parking lot.

ON-SITE FACILITIES AND SERVICES

1. Breakout Area

The Lucas Business Complex features a small breakout area equipped with kitchen appliances. There are no food or beverage vendors on-site. However, there are several fast food and take-out options in the vicinity.

2. Event Hall/Lounge

The facility also features an event hall/lounge area that can be used for a variety of academic and non-academic events (guest speakers, breakout sessions, student team exercises, Student Club meetings, etc.).

3. Computer, Printer, Copy Machine, and Internet Access

As a current student, you have access to one student workstation (desktop computer and printer) in the Lucas Graduate School of Business office. The workstation is available during office hours. Individual student printing accounts will be generated at the beginning of each academic term. There is a cap of 100 pages per student per academic term (e.g. Spring A and Spring B count as the Spring term, one term). Once you reach your cap per term, there are no additional printing privileges. The printing tutorial is provided at the workstation. Please be considerate of the time you utilize the workstation if other students are waiting.

There is no copy machine available for student use.

SJSU Campus Wi-Fi is provided at the Lucas Business Complex. Wireless internet access is available throughout the facility. As a first time user, you must set up your password through the SJSUOne account. SJSUOne is a password consolidated system. Please visit the web for information on how to set up your SJSUOne account: <http://its.sjsu.edu/services/sjsuone/>

4. Lost and Found

A "Lost and Found" box will be located on-site in the Lucas Graduate School of Business office.

POLICIES

1. Smoking Policy

Smoking is prohibited inside the building at all times. Smoking is allowed outside the building (25 feet away from the building).

2. Student Conduct and Attire

Since the building hosts other companies and local organizations, students are asked to be aware of their surroundings and always **behave in a professional and considerate manner** that is befitting the Lucas Graduate School of Business. Any disruptive or unacceptable conduct (per the Lucas Graduate School of Business guidelines or the property owner's policies) will be subject to disciplinary action, which may include dismissal from the program, depending on the severity of the offense.

Student attire should reflect the professional image of the Lucas Graduate School of Business. Hence, we strongly suggest **business casual attire** for all class and group meetings.

3. Eating in the Classroom

We strongly suggest that you eat prior to class in the lounge area. **Eating in the classroom is prohibited at all times.**

Occasionally, there are catering events held on-site. Please be aware that, in such situations, all **catering is limited to the people attending the event.** A sign will be posted to indicate such an event.

4. Class Time

For the Executive-Style MBA and MS in Taxation programs, classes will generally be held from 6:00 pm to 10:00 pm. All MBA-One classes will be held from 1:00 pm to 5:00 pm.

The Lucas Business Complex will be closed at 10:30 pm every evening during weekdays. We would appreciate if you could clear the premises prior to the closing time.

The front door of the building locks at 7:00 pm every evening Monday through Friday and it is locked at all times on Saturday. Please use the back door of the building on Saturdays and weekdays after 7:00 pm.