



# Lucas Graduate School of Business Masters of Science in Accountancy

New Student Handbook  
2014-2015

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# CAMPUS MAP



## 2014/2015 CERTIFICATE IN ACCOUNTING FUNDAMENTALS

### SCHEDULE

Summer classes meet from 9am - 1pm unless otherwise noted on this schedule or per instructor course syllabus. Classes normally have Wednesday off unless otherwise noted on this schedule or per instructor course syllabus. Please refer to the Lucas School website for class numbers and locations.

#### Summer 2014

Course Number/Name	Meeting Time	Instructor
Orientation	May 28	
BUS 220B Financial Reporting & Analysis	May 29 – June 13	Mary Calegari
BUS 220E Financial Reporting and Analysis II	June 16 – July 1	Elizabeth Grace
BUS 220G Tax Factors of Business and Investment Decisions	July 2 – July 18	Thomas Moschetti
BUS 220F Management Accounting & Control Systems	July 21 - August 5	Carroll Buck
BUS 220C Accounting Information Systems	August 7 –August 22	Laura Ingraham

### 2014/2015 MSA PROGRAM SCHEDULE

Summer classes meet from 9am – 1:30 pm unless otherwise noted on this schedule or per instructor course syllabus. Spring/Fall classes meet from 12:00 – 4:00 pm unless otherwise noted on this schedule or per instructor course syllabus. [Classes normally have Wednesday off unless otherwise noted on this schedule or per instructor course syllabus.](#) Please refer to the Lucas School website for class numbers and locations.

#### Fall 2014

Course Number/Name	Meeting Time	Instructor
BUS 220J Professional Communications and Relationships	MW August 25 –September 29	Jennifer Bechkoff
BUS 220H Auditing Concepts & Practice	TR August 26 – September 25	Jane Zhang
Workshop- Interview Techniques	September 6	Ed Webb

BUS 220D Financial Analysis and Markets	MW October 1 – November 3	Marco Pagani
BUS 220P Taxation of Individuals and Flow- Through Entities	TR October 2 – November 4	Thomas Moschetti
BUS 220A Financial Statement Analysis	TR November 6 – December 16	Mallory McWilliams

## Spring 2015

Final Schedule to be announced

## TOWER CARD (SJSU ID) - STUDENT IDENTIFICATION CARD

You are required to use this card as a student identification to obtain services at the Library, Event Center, Santa Clara County Valley Transit (buses & Light rail), Health center, Admissions & Records, Career Planning and Placement as well as to obtain parking permits and other frequently used student services.

Your first Tower Card is free to you. If your Tower Card is lost, stolen or damaged, replacement cost is \$5. You Must Be Enrolled In The Current Semester To Receive Replacement Card.

### Where Do I Get A Tower Card?

Tower cards are available at the Cashier's Office windows 6-9 located in the Student Services Center. Present your driver's license or other photo identification to have your picture taken. A plastic cardholder will be issued to hold your Tower Card. For transit sticker information, visit <http://as.sjsu.edu/>.

Tower card hours are Monday – Thursday 8:15am – 4:45pm and Friday 9:00am – 4:30pm

### SJSU Tower Card Freedom

With your Tower Card, you never have to worry about carrying cash, credit cards or checks for some of your campus needs. With Spartan Gold Points, you can present your Tower Card to make your purchase.

### What are Gold Points?

Spartan Gold Points are pre-deposited dollars in your individual account, which enable you to purchase various goods and services on campus. These points are accessed with your SJSU Tower Card.

### How do I Activate my Account and get Gold Points?

- By logging on to Gold Points Online
- By visiting the Spartan Shops Office
- At the Dining Commons
- By phoning 408-924-1885 with credit card information
- Using the add-value stations in The Dr. Martin Luther King Jr. Library
- Washington Square Hall Computer Lab
- Housing Modular Computer Lab

### How does it work?

An account is set up to work like an ATM. It can be used at all registers in Spartan Shops locations and your account will be debited for the amount of the purchase automatically.

## For more information

- Call 408-924-1885
- Visit Spartan Shops website at <http://www.spartanshops.com/>

## Where can I use my Gold Points?

You can use your Gold Points account to pay for purchases in:

- Spartan Bookstore
- All retail dining facilities
- Dr. Martin Luther King Jr. Library Café
- Public-use printers in the Dr. Martin Luther King Jr. Library
- Public-use copiers both in the Dr. Martin Luther King Jr. Library & across campus

You must use your Gold Points account (no cash) to pay for purchases in:

- Public-use printers in many computer labs across Campus
- Residential hall laundry facilities

## SUMMER/FALL/SPRING PARKING PERMITS

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

Student 'S' commuter parking permits can be purchased online at SJSU Parking Online Services or in-person at the Bursar's Office with cash or check only.

If you purchase online please be sure that your address on file with the University is correct. If you do not receive it within 10 days of the date of purchase, contact Parking Services. If you do not receive your permit and classes have started, stop by our office for a courtesy permit. Permits are valid only in vehicles listed and registered to the owner or driver. Vehicles must be registered to your household. Ownership of permit is not transferable from person to person. 'S' permits are not valid for overnight parking or in the Campus Village Garage.

'S' Student Commuter permits are valid in the general parking areas in the main campus garages, the Park & Ride lot, and at curb parking around the perimeter of campus. See Parking Maps.

## 'S' Student Commuter Parking Permit Prices

Permit Description	Permit Prices
Academic Year (Valid from mid-August through May. Includes Winter Session. Only available in Fall.)	\$384.00/year
Semester (Fall or Spring. Does not include Winter Session.)	\$192.00/semester
2-Day A Week (Valid on 2 specific days a week all semester.)	\$152.00/semester
1-Day A Week (Valid on 1 specific day a week all semester.)	\$85.00/semester
Winter Session (3-Week Permit)	\$36.00/session
Summer Session (5-Week Permit)	\$53.00/session
Summer Session (10-Week Permit)	\$106.00/session
Park & Ride Lot (Fall or Spring Semester)	\$96.00/session

## Park & Ride Pay-Station Permit Prices for Students

Permit Description	Permit Prices
Per Half-Hour (Maximum daily rate of \$8)	\$1.00/half-hour

Permit Description	Permit Prices
Evenings after 5:30 p.m. (Monday - Friday)	\$5.00/day
All Day (Weekends & Holidays)	\$5.00/day
Overnight (Overnight permits expire at 8:00 a.m.)	\$10.00/night

Note: If you purchase a summer permit, there may be a gap in dates between when the Summer permit expires and when the Fall permit begins. If this happens you can purchase a weekly permit to cover the dates between your summer and fall permit dates by visiting the Traffic & Parking office located on the first floor of the 7th street garage. If you have a question or need help, contact Parking Services at 408-924-6556 or <http://www.sjsu.edu/parking/contact.htm>

## Parking Services Highlights

### Permits

- Most parking permits are available online.
- The South Campus Park & Ride Lot is half price at \$4 a day (or \$96 per semester).
- The single-day maximum rate for evenings (after 5:30) and weekends has been reduced to \$5

### Pay-Stations

- Automated Permit Pay-Stations are available in all 3 garages and Lot 4.
- Pay-Stations accept coins, \$1, \$5, \$10 bills and Visa/MasterCard.

### Transportation Programs

- Parking Services provides funding to help subsidize:
  - Vanpool program [http://as.sjsu.edu/asts/index.jsp?val=carpool\\_overview](http://as.sjsu.edu/asts/index.jsp?val=carpool_overview)
  - DASH Shuttle <http://as.sjsu.edu/asts/index.jsp?val=dash>
  - Highway 17 Express monthly passes <http://as.sjsu.edu/asts/index.jsp?val=h17e>
  - VTA EcoPasses [http://as.sjsu.edu/asts/index.jsp?val=eco\\_overview](http://as.sjsu.edu/asts/index.jsp?val=eco_overview)

For more information on transportation solutions go to Associated Students Transportation Solutions [http://as.sjsu.edu/asts/index.jsp?val=asts\\_home](http://as.sjsu.edu/asts/index.jsp?val=asts_home)

### Traffic Congestion Relief

- Free parking is provided at the South Campus Park & Ride Lot during the first 2 weeks of each semester to reduce traffic congestion at the main campus.
- SJSU employees and on-campus residents will always find parking available in the South Garage — a portion of the roof is reserved for their use.
- The South Garage exit ramp is reversed from 7:15 a.m. to 10:00 a.m. during the first 2 weeks of each semester to allow traffic to enter from E. San Salvador Street, reducing congestion on S. 7th Street.

## SYLLABI, TEXTBOOK, AND GRADE INFORMATION


Syllabi for each Certificate in Accounting Fundamentals and MSA class will be available on the Internet. Students will be responsible for printing the syllabi from the Internet prior to the start date of each class. Please follow these steps:

Step 1: Go to the MSA Class schedule site at

<http://www.sjsu.edu/lucasschool/current-msa/schedule1415/index.html>

Step 2: Locate the appropriate course and click the instructor's name to go to their website and to retrieve the syllabus

- MSA Grades – Once grades are turned in from the instructor, grades will be released through MySJSU. You may log in to MySJSU at [http://my.sjsu.edu/mysjsu\\_sign\\_in/](http://my.sjsu.edu/mysjsu_sign_in/) by using your Tower ID. Please allow a few days



following the completion of each class for the professor to complete grading. Please do not contact the department or instructor for grade receipt.

- Textbooks are available for purchase at the Spartan Bookstore located in the Student Union. Textbooks are arranged by Course Number and are normally available prior to the first day of each class. Each professor will put the required textbooks on his/her syllabi; therefore it is important to retrieve the syllabi prior to the first day of class. Alternatively, books may be purchased online.

## ACADEMIC INFORMATION

### Academic Standards

- Graduate students must maintain a 3.0 (“B” average) GPA at all times.
- “C” grades are passing grades and may be used on a student’s program of study. However, students must compensate for the “C” grade by earning an “A” in another course in order to maintain a 3.0 GPA.
- If a student falls below the 3.0 standard, they will be placed on academic probation and will be in danger of disqualification from the program and the University. When you are on academic probation, you must achieve at least a 3.0 GPA each subsequent semester that you are on probation or you will be disqualified. You will remain on probation until your cumulative GPA is raised to a 3.0.
- At the discretion of the instructor an “Incomplete” grade may be assigned although this is extremely rare with regards to the MSA program given its unique structure.

### Class Issues/Expectations

- Summer classes in the Certificate in Accounting Fundamentals will meet Monday through Friday from 9AM - 1PM, unless otherwise noted on the syllabus, schedule, or by the instructor. Students must come to class on time. Tardiness will not be tolerated and consequently grades can be affected.
- Fall classes in the MSA program will meet either MW or TR from 12:00PM – 4:00 PM, unless otherwise noted on the syllabus, schedule, or by the instructor. Students must come to class on time. Tardiness will not be tolerated and consequently grades can be affected.
- IMPORTANT - Students are not permitted to schedule internship interviews during class time. Interviews must be scheduled before 12:00 pm or on days when class is not in session.
- Due to the time constraint of each class, students may not miss class unless it is a serious and compelling reason and you have prior instructor approval. Students run the risk of failing the course if class is not attended every day. NOTE: In addition to the instructor, administrative staff MUST be notified in advance if there will be an absence. Again, absences should be for extreme cases only. VACATION does not qualify.
- Students are strongly advised not to work while attending this program. This extremely rigorous and compact program does not allow time for anything other than focusing on the coursework. Students must have a 3.0 GPA during the program and working any amount of hours will highly jeopardize your effort to maintain this GPA and ultimately be awarded your Master’s degree.
- At the end of the Fall 2014 term, student GPAs will be reviewed. If students are below the 3.00 requirement at the end of the Fall 2013, they will be placed on probation. If the 3.00 GPA is not achieved by the end of the Fall 2013 term, students may be disqualified from the program.

### Academic Integrity

Students enrolled in The Lucas Graduate School of Business MSA Program are expected to know and adhere to the highest standards of academic integrity as defined by the Academic Dishonesty policy for



San Jose State University (S07-2).

[http://www.sjsu.edu/studentconduct/docs/Academic\\_Integrity\\_Policy\\_S07-2.pdf](http://www.sjsu.edu/studentconduct/docs/Academic_Integrity_Policy_S07-2.pdf)

Students will sign the Academic Dishonesty statement at Orientation acknowledging that they will comply with the SJSU Academic Dishonesty policy.

## GRADUATION REQUIREMENTS

In order to graduate from the MSA program you must:

- Complete all units with a minimum GPA of 3.0. (Note: A “C-” in any course is not accepted in a graduate program. Candidacy forms will not be approved)
- Satisfy the Competency in Written English requirement with completion of BUS 220J
- Be admitted to candidacy with an approved program of study.
- Satisfy the Comprehensive Project requirement with a successful completion of either BUS 220A – Financial Statement Analysis or BUS 220N - Organizational Behavior, Structure & Strategy.

## Paperwork Required to Graduate

Two forms are required:

- The “Petition for Advancement to Graduate Candidacy” form – Catherine Dougherty will send a reminder about submitting this form the end of December. The due date will be February 2, 2015. Students will receive notice once candidacy has been approved. Students can then proceed to apply for graduation.
- The “Graduation Application” form. Note: The Candidacy form must be approved before submitting this award of degree form. This form will be due June 1, 2015.

Both forms can be found online at: <http://www.sjsu.edu/lucasschool/current-msa/forms/index.html>

## REGISTRATION INFORMATION

Students must register for classes online. (You will need your Student ID – see info below if you’ve misplaced your Student ID [http://my.sjsu.edu/students/student\\_tutorials/index.html](http://my.sjsu.edu/students/student_tutorials/index.html))

This website above will give you detailed information on

- [How to add classes](#)
- [How to pay with a credit card, ATM card, or eCheck](#)
- [How to view grades posted](#)
- [How to view your account](#)
- [And many other options](#)

If you do not know your STUDENT ID or PIN please visit the CMS Help Desk website to contact them:


<http://my.sjsu.edu/help/>

## POSSIBLE REGISTRATION HOLDS

Students should periodically check for registration “holds” at <http://my.sjsu.edu>.

Follow the instructions on how to clear them.

Financial Holds - Do you owe the University \$50.00 or more?



If so, you will not be able to register until the debt has been paid. Clear up any debts as soon as possible by using the “Pay Now” option at <http://my.sjsu.edu> after the log-in under Self Service. Measles and Rubella Immunizations - All new and readmitted students born on or after January 1, 1957 are required to show proof of immunity to both measles and rubella. Students must fulfill this requirement during their first semester at San Jose State University or a hold will be placed on their registration for the second semester of classes. In order to avoid a hold or to clear an existing one, print the following checklist and follow the steps:

**Step 1: Get written proof of Immunity**

You must be able to provide medical documentation signed by a physician or nurse that you either had the diseases or the immunization for Measles and Rubella. You must have had the immunization:

- 1) after January 1, 1968, or
- 2) after your first birthday.

Documentation can include immunizations records or a laboratory report showing immunity to Measles and Rubella. Please do not submit school records as they are not considered medical documentation.


**Step 2: Submit proof of immunity to the Registrar’s Office**

You may either bring your proof of immunity to the Registrar’s Office or mail it to the address below. If you mail your proof, be sure to include your: Name and student ID number, your date of birth, a return address and a telephone number. You may also fax your proof to the number listed below.

Measles Immunization  
San Jose State University  
Attn: Records  
One Washington Square  
San Jose, CA 95192-0009  
(408) 924-2095  
Fax: (408) 924-2077

**Step 3: If you don’t have proof of immunity...**

If you do not have proof of your immunity to Measles and Rubella, you need to get vaccinated. You can get your immunizations from your private health care provider, the Public Health Department, or come to the Student Health Center for the vaccine at a reduced cost. For current immunization fees and/or an appointment, call 408.924.6122.



Missing Document Holds - Did you submit incomplete transcripts or have other outstanding documents? If so, you must submit ALL outstanding documents listed on your TO DO LIST.

Health Insurance Holds - International students will be required to show proof of health insurance to our International Student Services office.

## CRITICAL DATES/DEADLINES

- Wednesday, May 23, 2014- Last day to register for Certificate in Accounting Fundamentals Summer 2014 classes. Any questions, please contact Catherine Dougherty at [catherine.dougherty@sjsu.edu](mailto:catherine.dougherty@sjsu.edu).
- Early September 2014 - Resume books will be sent out to employer contacts. Once they have been sent out, a list of names will be given to the class representative to begin scheduling class visitations. Class visitations normally take place in September. Contact will be made with the class by to submit rough drafts of resumes in mid-June.
- Friday, September 12, 2014- Last day to register for Fall 2014 classes
- December 12, 2014 - Must notify office of your internship status. An internship form will be distributed to all MSA students in early December.
- February 2, 2015 - Candidacy form due to Catherine Dougherty. You will receive email notification from the Graduate Admissions & Evaluations Program office once it has been approved. You can then proceed to apply for graduation. Please make sure your address is current with the University.
- May 8, 2015 - Internship papers will be due.
- June 1, 2015 - Deadline to apply for graduation to Catherine Dougherty. This form cannot be processed until your Candidacy form has been approved.



## PROFESSIONAL INTERNSHIPS

Professional internships play an important role in enhancing the program's effectiveness in preparing students for entry into professional accounting. During the 12-week period beginning in early January, students participate as paid professional interns in corporations and public accounting firms. Students are strongly encouraged to seek internship positions. Students who are unable to gain an internship will take an additional graduate two courses.

### The Process

The role of the University in this process is one of market facilitator. Students will obtain internships through their own networks. Given the nature of the market, students usually interview for both internships and permanent positions concurrently. When an internship is secured, the student must complete an internship agreement form. This will be distributed to students in November, 2014. A copy of the agreement must be given to the Accounting & Finance Department (BT 850).

If a student does not acquire an internship, you must notify the department no later than December 12, 2014 so that you can be registered in the appropriate Graduate courses. For international students, you must possess an F1 visa to qualify for the internship portion of the program.

It is strongly recommended that students apply for membership in Beta Alpha Psi, the National Accounting Honorary Society. Participation in Beta Alpha Psi will provide additional opportunities for developing networks.

NOTE: The Career Center or Beta Alpha Psi will be hosting the Accounting & Finance Career/Internship Fair. This event will be important for you to attend. The date has not been released at this time although it typically takes place mid-September. Catherine Dougherty will send out an email to the class once the date is confirmed.

You are also advised to elect a class representative who will work to interface with firms.

IMPORTANT NOTE: You may not miss scheduled classes to accommodate interviews.

## STUDENT HEALTH CENTER

The Student Health Center is located at the corner of 9th and Paseo de San Carlos Streets (building behind Event Center). As an enrolled student there are no charges for primary care services.

This webpage will detail what types of services you are entitled to being an enrolled SJSU student:  
<http://www.sjsu.edu/studenthealth/>

The mandatory health fee (which is part of your tuition) entitles you to these services.

## PURCHASING HEALTH INSURANCE

For non-international students who need/would like to purchase health insurance please visit the  
<http://www.csuhealthlink.com> site.

If you are an international student and need to purchase health insurance please contact our International Programs office at (408) 924-5920. They are located on campus in Clark Hall, room 543.

## ON CAMPUS HOUSING INFORMATION

For those of you who may be in need of housing you may want to look into the SJSU Campus Village. The website for housing info is <http://housing.sjsu.edu/>  
If you have questions after reviewing the site, please contact their office at (408) 795-5600

## PLACES TO EAT

Peanuts	275 E. San Fernando @ 7th Street	Best buy near campus. Great food and inexpensive. Breakfast, lunch.
Pomegranate	Just down the street from Peanuts	Kabobs, grilled vegetables, etc.
Subway	475 E. San Carlos & 10th Street	Very close. Just navigate up 10th turn left at the first light. (also located in the Student Union)
Village Market	Campus Village, bottom of Building B	Full convenience store, coffee, Flying Pizza is located inside, offering hand tossed pizza with fresh toppings
Student Union	(may be closed in summer)	Subway, Jamba Juice, Coffee, Nathan's Hotdogs, Burgers, Quesadillas, Mexican Food, Panda Express, Salads, etc.
Just Below	MacQuarrie Hall	Peet's Coffee, Fresh Deli, Healthy and Organic Food
On Fourth Café	First floor of Dr. Martin Luther King Jr Library	Sandwiches, Wraps, Paninis, Coffee, Blended Drinks, etc.
Super Taqueria	Down 10th street - towards 680	good and inexpensive.
Jack in the Box McDonalds Pizza My Heart Ben & Jerry's	Cut across campus towards downtown and they are all located on E. San Carlos and 3rd St	
Hong Kee Noodles	6th Street and Santa Clara	
Togo's	125 Paseo De. San Antonio at 4th Street. Carlos and 3rd St	
Gordon Biersch	2nd Street & San Fernando	
Santa Clara Street - many Vietnamese restaurants, Vegetarian House		

## CAMPUS RESOURCES INFORMATION

<p>ACCOUNTING AND FINANCE DEPARTMENT—<a href="http://www.sjsu.edu/acctfin/">http://www.sjsu.edu/acctfin/</a> Office of Dr. Elizabeth Grace, Chair — Julie Ryan, Assistant to the Chair Location of faculty and club mailboxes, information on CPA exam, posting of faculty office hours. Hours: Monday - Friday 8:30am - 12:15pm and 1:15 - 5:00pm</p> <p>Office of Dr. Laura Ingraham, MSA Director Office hours: MW 8:00 – 8:45 and by appointment</p>	<p>Business Tower 850 924-3460</p> <p>Business Tower 858</p>
<p>STUDENT SERVICES CENTER (Registrar’s office)—<a href="http://www.sjsu.edu/registrar">http://www.sjsu.edu/registrar</a> Adds, drops, withdrawal, registration, academic calendar, academic forms, finals schedule, transcript request. Normal Fall and Spring semester hours are: Monday-Thursday 8:30am-5:00pm Friday 9:00am-4:30pm Closed Weekends and Holidays. Extended hours during the first few weeks of the Fall and Spring semester.</p>	<p>Student Services Center 283-7500 Email: <a href="mailto:erecords@sjsu.edu">erecords@sjsu.edu</a></p>
<p>LUCAS GRADUATE SCHOOL OF BUSINESS—<a href="http://www.sjsu.edu/lucasschool">http://www.sjsu.edu/lucasschool</a> Degrees offered: MBA, MBA/MSE, MS Taxation, MS Transportation Mgmt., MS Accountancy. Counselors available, information on GMAT, etc. Hours: M -F 8:00am – 5:00 pm</p>	<p>BT 350 924-3420</p>
<p>CAREER CENTER— <a href="http://www.sjsu.edu/careercenter/">http://www.sjsu.edu/careercenter/</a> Offers services to all regularly enrolled SJSU students including use of the career information library, workshops on resume writing and interviewing techniques, and temporary and career job placement assistance including scheduled days of on-campus job recruiting. Contact Person – Susan Rockwell. Hours: M, Tu., Th, F 10 am - 5 pm W 10 am - 6 pm</p>	<p>924-6030</p>
<p>BURSAR’S OFFICE—<a href="http://www.sjsu.edu/bursar">http://www.sjsu.edu/bursar</a> Mon-Thurs 8:15am-4:45pm Cashiers closes at 4:30pm Fri 9:00am - 4:30pm Informational links include office hours, payment plans, payment deadlines, refunds, refund table, parking permits, SJSU fees, online forms such as transcript request and parking permit application</p>	<p>Building SSC (Located at corner of Tenth and San Fernando Streets) Phone: 408-283-7500 Fax: 408-924-1654 (Accts Receivable &amp; Collections) Fax: 408-924-6902 (Cashiering Services)</p>
<p>DR. MARTIN LUTHER KING JR. LIBRARY <a href="http://library.sjsu.edu/">http://library.sjsu.edu/</a></p>	<p>150 E. San Fernando St. San José, CA 95112 (408) 808-2000</p>
<p>CLUBS/STUDENT ORGANIZATIONS <a href="http://www.sjsu.edu/acctfin/students/assoc/index.html">http://www.sjsu.edu/acctfin/students/assoc/index.html</a> Beta Alpha Psi. FMA (Financial Management Association) IMA (Institute of Management Accountants) ISACA (Information Systems Audit and Control Association)</p>	<p>Student activities &amp; services office; M-F, 8 am-5 pm</p>
<p>COMPUTER LAB – COLLEGE OF BUSINESS <a href="http://www.sjsu.edu/students/technologyandmeeting/index.html">http://www.sjsu.edu/students/technologyandmeeting/index.html</a>  Various computers and printers available for student use. Hours: M - Th 7 am - 10 pm. F 7 am - 5 pm. Sat 8 am - 5 pm (closed during summer session) Sun 12 pm - 5 pm (closed during summer session)</p>	<p>Boccardo Business Blding 302. 924-3451</p>

<p>COUNSELING SERVICES— <a href="http://www.sjsu.edu/counseling/">http://www.sjsu.edu/counseling/</a></p> <p>Offers a full range of services including academic counseling and academic skills workshops (study skills, learning styles, thinking skills, test-taking skills), personal counseling, international student advising, and re-entry student advising Hours: Monday - Friday 8:30am - 12:15pm and 1:15 - 5:00pm</p>	<p>Administration 201 924-5910</p>
<p>FINANCIAL AID—<a href="http://www.sjsu.edu/faso">http://www.sjsu.edu/faso</a></p> <p>Offers assistance in the form of grants, scholarships, loans and college work-study Hours: M/Tu/Th: 8:30AM - 5:00PM. W 10:00AM - 5:00PM. F 9:00AM - 4:30PM MSA Contact Person: Carol Garcia</p>	<p>Student Services Center 283-7500</p>
<p>BOOKSTORES</p> <p>Spartan Bookstore — <a href="http://sjsu.bncollege.com/">http://sjsu.bncollege.com/</a>. Main supply for textbooks and supplies. Hours: M - Th: 8 am - 6 pm, Fri 8 am - 4:30 pm, Sat 10 am - 3 pm (extended hours during first 2 weeks of the semester)</p>	<p>Student Union 924-1800</p> <p>330 S 10th St., near San Carlos St. 286-0930</p>
<p>INTERNATIONAL PROGRAMS AND SERVICES— <a href="http://www.sjsu.edu/ips/">http://www.sjsu.edu/ips/</a></p> <p>Composed of International Student Advising, Study Abroad and the International House. Serves currently enrolled international students who seek advice on academic matters, immigration regulations and other concerns.</p>	<p>Clark Hall, room 543 924-5920</p>
<p>HEALTH CENTER—<a href="http://www.sjsu.edu/studenthealth/">http://www.sjsu.edu/studenthealth/</a></p> <p>Provides medical care to students enrolled at SJSU. In addition to treating acute conditions, injuries, and illnesses, the Health Center provides a family planning program and maintains an in-house licensed pharmacy, a physical therapy department, a federally certified high complexity laboratory, and an x-ray department. Fall/Spring Semester. M/Tu/Th: 8:00am - 5:00pm. Wed: 9:00am - 5:00pm Fri: 7:30am - 4:00pm</p> <p>Spring/Summer/Winter Break. M/Tu/Th: 8:00am - 4:30pm. Wed: 9:00am - 4:30pm. Fri: 7:30am - 4:00pm</p>	<p>Health Building 106 924-6120</p>
<p>HOUSING SERVICES—<a href="http://housing.sjsu.edu">http://housing.sjsu.edu</a></p> <p>Hours: Monday-Friday, 8:00am-5:00pm</p>	<p>2nd floor of Campus Village Building B 795-5600</p>
<p>PARKING—<a href="http://www.sjsu.edu/parking">www.sjsu.edu/parking</a></p> <p>Commuter and Housing parking permits may be purchased at the Cashier's Office with check and cash payments only. All other permit types must be purchased at the Traffic and Parking Office or on-line</p>	<p>7th Street Garage 924-6556</p>
<p>PRINT SHOP (ASSOCIATED STUDENTS)—<a href="http://as.sjsu.edu/asps/index.jsp">http://as.sjsu.edu/asps/index.jsp</a></p> <p>Photocopiers available for student use (for a fee). Used by some instructors or purchase of course material. Hours: M-Th: 8:00am - 6:00pm, Fri: 9:00am - 3:00pm</p>	<p>Hoover Hall between the 7th Street Parking Garage &amp; the Aquatic Center. 924-6291</p>
<p>SECURITY - UNIVERSITY POLICE DEPARTMENT— <a href="http://www.sjsu.edu/police/">http://www.sjsu.edu/police/</a></p> <p>Escorts. Evening guides. Safety/security concerns and problems</p>	<p>UPD 924-2222</p>



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