



Lucas Graduate School of Business Masters of Science in Accountancy

New Student Handbook
2012-2013



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2012-2013 MSA CLASS ADDRESS UPDATE

Please update with your current mailing address and submit on orientation day, May 25th

Name: _____

Current Address: _____

City, State, Zip: _____

Phone: _____

Mobile: _____

Other Contact: _____

E-Mail Address: _____

Please keep us updated if any of the above information changes

catherine.dougherty@sjsu.edu

Thank you.

CAMPUS MAP



2012/2013 MSA PROGRAM SCHEDULE

Summer classes meet from 9am - 1pm unless otherwise noted on this schedule or per instructor course syllabus. Spring/Fall classes meet from 7:45am - 11:45am 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 2012

Course Number/Name	Meeting Time	Instructor
Financial Accounting Review	May 21 – May 22	Elizabeth Grace
Orientation	May 23	
BUS 220J Professional Communications & Relationships I (Meets University GVAR)	May 24 – June 8 (No class 5/28) Makeup class TBD) First four class sessions will be from 8:00am-1:00pm	Marilyn Easter
BUS 220B Financial Reporting & Analysis	June 11 – June 26	Elizabeth Grace
BUS 220C Accounting Information Systems	June 28 – July 13	Laura Ingraham
BUS 220F Management Accounting & Control Systems	July 16 – July 31	Howard Turetsky
BUS 220D Financial Analysis and Markets	August 2 - August 17	Marco Pagani

Fall 2012

Course Number/Name	Meeting Time	Instructor
BUS 220G Tax Factors of Business and Investment Decisions	August 20 –September 6 (No class 9/3)	Thomas Moschetti
Workshop- Interview Techniques	September 7	
BUS 220E Financial Reporting and Analysis II	September 10 –September 25	Mary Calegari
BUS 220V Special Topics in Accounting	September 27 –October 16 (No class 10/1 to 10/3)	Arnie Pahler
BUS 220P Taxation of Individuals and Flow- Through Entities	October 18 –November 9 (No class 11/12)	Thomas Moschetti
BUS 220S Financial Reporting & Analysis III	November 13 – November 30 (No class 11/22 & 23)	Arnie Pahler
BUS 220H Auditing Concepts & Practice	December 3 –December 18	Jian Zhang

Spring 2013

Course Number/Name	Meeting Time	Instructor
BUS 220K/BUS 220T Internship or 2 other Graduate courses	January 3 – April 5	Thomas Black/ Janis Zaima
BUS 220X Business Analysis & Valuations Using Financial Statements	April 8 – April 23	Frank Jones
BUS 220I Forensic Accounting	April 25 – May 10	Nick Feakins
BUS 220N Organizational Behavior & Strategy (meets Culminating Experience requirement)	May 13 – May 29	Arvinder Loomba

Summer 2013

Course Number/Name	Meeting Time	Instructor
BUS 220L Legal & Ethical Environment of Accounting	May 30 –June 13	Nanette Clinch
BUS 220U IT Audit and Internal Controls	Ashley Davis	Frank Jones
BUS 220A Financial Statement Analysis	July 3 – July 19	Mallory McWilliams

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 curbside 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
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
 - 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

For more information on transportation solutions go to Associated Students Transportation Solutions 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 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/schedule1112/>

Step 2: Locate the appropriate MSA 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, Catherine Dougherty will email each student individually with the course grade and current GPA. Please allow us a few days to receive grades and disseminate them to each of you. Please do not contact the department or instructor for grade receipt.
- Textbooks are available for purchase at the Spartan Bookstore (lower level) 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 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.
- IMPORTANT - Students are not permitted to schedule internship interviews during class time. Interviews must be scheduled after 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 everyday. 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 Summer 2012 and Fall 2012 term, student GPAs will be reviewed. If students are below the 3.00 requirement at the end of the Summer 2012, they will be placed on probation. If the 3.00 GPA is not achieved by the end of the Fall 2012 term, students may be disqualified from the program.

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 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 1, 2013. 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, 2013.

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

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/help/>)

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/about/help_desk/index.htm

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, 2012**- Last day to register for Summer 2012 classes. Any questions, please contact Catherine Dougherty at catherine.dougherty@sjsu.edu.
- **Early August 2012** - 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 August/September. Contact will be made with the class by to submit rough drafts of resumes in mid-June.
- **Tuesday, September 11, 2012**- Last day to register for Fall 2012 classes
- **December 10th, 2012** - Must notify office of your internship status. An internship form will be distributed to all MSA students in early December.
- **February 1, 2012** - 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.
- **Early May, 2012** - Internship papers will be due.
- **June 1, 2012** - Deadline to apply for graduation to Catherine Dougherty. This form cannot be processed until your Candidacy form has been approved.
- **Mid-August** - Convocation ceremony with MBA-One cohort.



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, 2011. 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 10th, 2012** 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/pros_housing_village.html
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	
PF Chang's & Gordon Biersch	2nd Street & San Fernando	
Santa Clara Street	- many Vietnamese restaurants, Vegetarian House	

CAMPUS RESOURCES INFORMATION

<p>ACCOUNTING AND FINANCE DEPARTMENT—http://www.sjsu.edu/acctfin/ Office of Dr. Janis Zaima, 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>Business Tower 850 924-3460</p>
<p>STUDENT SERVICES CENTER (Registrar's office)—http://www.sjsu.edu/registrar 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: erecords@sjsu.edu</p>
<p>BOOKSTORES Spartan Bookstore —http://www.spartanbookstore.com. 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) Robert's Bookstore—http://www.robertsbookstore.com. May also obtain textbooks and supplies here. Hours: M - Th 9:00 am - 6 pm, Fri 9:00am - 5 pm, Sat 10:00 am - 3:00 pm (extended hours during first 2 weeks of the semester)</p>	<p>Student Union 924-1800 330 S 10th St., near San Carlos St. 286-0930</p>
<p>LUCAS GRADUATE SCHOOL OF BUSINESS—http://www.sjsu.edu/lucasschool 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—http://careercenter.sjsu.edu 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—http://www.sjsu.edu/bursar 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 & Collections) Fax: 408-924-6902 (Cashiering Services)</p>
<p>DR. MARTIN LUTHER KING JR. LIBRARY http://www.sjlibrary.org/about/locations/king/</p>	<p>150 E. San Fernando St. San José, CA 95112 (408) 808-2000</p>
<p>CLUBS/STUDENT ORGANIZATIONS http://www.cob.sjsu.edu/acct&fin/main/student-clubs.htm Beta Alpha Psi. FMA (Financial Management Association) IMA (Institute of Management Accountants) ISACA (Information Systems Audit and Control Association)</p>	<p>Student activities & services office; M-F, 8 am-5 pm</p>
<p>COMPUTER LAB – COLLEGE OF BUSINESS http://www.cob.sjsu.edu/students/computing 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>



COUNSELING SERVICES — http://www.sa.sjsu.edu/counseling/index.html 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	Administration 201 924-5910
FINANCIAL AID — http://www.sjsu.edu/faso 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	Student Services Center 283-7500
BOOKSTORES Spartan Bookstore — http://www.spartanbookstore.com . 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) Robert's Bookstore — http://www.robertsbookstore.com . May also obtain textbooks and supplies here. Hours: M - Th: 9:00 am - 6 pm, Fri: 9:00am - 5 pm, Sat: 10:00 am – 3:00 pm (extended hours during first 2 weeks of the semester)	Student Union 924-1800 330 S 10th St., near San Carlos St. 286-0930
INTERNATIONAL PROGRAMS AND SERVICES — http://www2.sjsu.edu/depts/ipss 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.	Clark Hall, room 543 924-5920
HEALTH CENTER — http://www.sjsu.edu/studenthealth/ 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 Spring/Summer/Winter Break. M/Tu/Th: 8:00am - 4:30pm. Wed: 9:00am - 4:30pm. Fri: 7:30am - 4:00pm	Health Building 106 924-6120
HOUSING SERVICES — http://housing.sjsu.edu Hours: Monday-Friday, 8:00am-5:00pm	2nd floor of Campus Village Building B 795-5600
PARKING — www.sjsu.edu/parking 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	7th Street Garage 924-6556
PRINT SHOP (ASSOCIATED STUDENTS) — http://as.sjsu.edu/asps/index.jsp 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	Hoover Hall between the 7th Street Parking Garage & the Aquatic Center. 924-6291
SECURITY – UNIVERSITY POLICE DEPARTMENT — http://www2.sjsu.edu/police Escorts. Evening guides. Safety/security concerns and problems	UPD 924-2222

San Jose State University
Lucas Graduate School of Business
One Washington Square Business Tower
Room 350
San Jose, CA 95192-0162
408-924-3420

Silicon Valley Site
Techmart 5201 Great America Parkway
Santa Clara, CA 95054
408-562-5720