



From the Graduate Office

We sure hope you're enjoying your summer! We had a blast celebrating commencement. Debi extends her thanks for all the cheerful notes while she was out recovering from her shoulder surgery. While it is certainly a disappointment to the Dodgers that Debi couldn't help in their pitching rotation this summer, the shoulder is healing nicely with rest and physical therapy.

We are completing the admissions cycle for the Fall 2008 entering class. We had an uptick in number of applications - having received over 300. We attribute this to our increased advertising and outreach and the downturn in the economy, motivating people to retool. In July, Wendy is headed to a professional development conference in Washington, D.C. to learn about the current trends and tricks in recruiting and admissions.

This summer we're working primarily on two initiatives this summer: the long-promised new and improved website and career management services. We look forward to sharing with you big improvements later this summer

Fall Enrollment!

Enrollment for Fall 2008 starts soon! To help you prepare, we are providing you here (and available on the website) an updated course schedule. Additionally, we are working on the Spring 2009 schedule, and hope to have a strong draft available before you register.

Graduating Soon? MBA Culminating Experience: Comp Exam or Consulting Project?

In your last semester, you need to complete a “culminating experience” in the MBA program. This can take the form of the comprehensive exam (GBUS 697G) or the MBA Consulting Project (GBUS 698A). To answer questions, review the pros and cons of each, and help you start preparing, we are offering information sessions in **JH 3107**:

Monday, June 30, 5:30 pm

Tuesday, July 1, 5:30 pm

Note: don't worry if your registration appointment falls earlier than this meeting – we guarantee space for all qualified students.

Did you complete some requirements last semester? Do you know your Formal Program? Is it time to file paperwork?

You can fulfill most of your MBA paperwork needs through the “All Purpose Form” available in our office.

Classification

If you were admitted with conditions (such as foundation coursework, the UDWPE, and/or other criteria), you must apply for classification as soon as you've satisfied these requirements. You need to satisfy the conditions prior to completing more than 12-units of coursework at the 600-level. To apply, complete the “MBA All Purpose Form.”

Formal Program

After being classified, you must apply for your formal program. This is where you tell us what specific electives you plan to take, what concentration (if any) you are pursuing, and whether you plan to take the comprehensive exam or MBA graduate consulting project. You use the All Purpose Form to request your formal program. We typically discourage the use of 400-level classes to satisfy electives in the MBA program. We want to maximize your experience with other graduate students. Further, AACSB, our accrediting body, discourages graduate work in undergraduate courses. However, if you are pursuing an interest that can't be satisfied through our existing courses, you may request permission to take a 400-level course as an elective. This requires advance permission of the MBA Director and the professor, and documentation of extra work assigned to qualify for graduate credit.

Apply for Graduation/Change Date of Graduation

You need to apply for graduation the semester before you plan to graduate. If something changes, don't forget to update that information with Admissions and Records. These

actions require forms available on the A& R website, and you process the form and fee through that office.

Verification / Notification

Please make sure to follow up on your paperwork. If you filed for classification or formal program, you should receive verification from Graduate Studies within about 4 weeks. If you don't receive your verification within that time frame, check back with our office.

Final Notes

Summer Classes: We still have some room in GBUS 691 in Summer Session 3 if you want to add!

June 8: Last day of Summer Session 2

June 9: First day of Summer Session 3

August 25: First day of Fall 2008 classes

MBA Office Information

Hours: M-Th, 8 am – 7 pm, Fri: 8 am – 4 pm

Phone: (818) 677-2467

Fax: (818) 677-3188

Website: <http://www.csun.edu/mba>

Staff:

Director: Deborah Cours, Ph.D. deborah.cours@csun.edu

Assistant Director, Wendy Rivera wendy.rivera@csun.edu

Administrative Assistant, Arpine

Student Assistants: mba@csun.edu

Laura

Liz

John

Sphoorti

Clark