

# CSUN

CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE



GRADUATE STUDENT HANDBOOK

**WELCOME**

**CSUN**

**DAVID NAZARIAN**  
COLLEGE OF BUSINESS  
AND ECONOMICS

## **MBA and Graduate Programs in Business**

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Location: Juniper Hall (JH) 3109  
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Welcome to the Nazarian College of Business and Economics MBA program. By now you should have received registration materials and information and be registered for the Spring 2016 semester.

Just as a reminder, enrollment in GBUS 600 Analysis of Contemporary Organizations is required in your first semester. GBUS 600 is scheduled for Tuesday evenings from 7:00 p.m. to 9:45 p.m. and mandatory Saturday meeting(s).

Additional enrollment, this Spring 2016, in Foundation and/or Core courses, is for you to decide but we are here to assist you if you need recommendations for a program of study.

Most classes are now closed. If you would like to register for another class, in addition to GBUS 600, and have not yet done so, please let us know which class you would like to enroll in and we will do our best to accommodate you.

**For those of you who will be working full-time in the Spring :**

During the first semester of the program, we recommend that you limit the number of classes you take due to the intensity of the course material covered in GBUS 600.

**For International Students:**

You are required to enroll in 9 units (3 classes). Again, due to the nature of GBUS 600, we recommend that you complete the Part-Time Course Load Request Form:

[http://www.csun.edu/international/pdfs/part\\_time\\_request.pdf](http://www.csun.edu/international/pdfs/part_time_request.pdf) and enroll in 6 units.

If you are having trouble registering for classes or have not yet received your registration materials, please let the MBA office know immediately so that we can follow up and assist you in the registration process.

If you have not yet done so, please activate your student account. Your network account will give you access to email, SOLAR, etc. ***MBA program information and updates will be sent to your CSUN email account. Please make sure to check you CSUN email account on a regular basis.*** Further information about student account may be found at <http://www.csun.edu/it/services/useridandpass.html>.

Should you have any questions or concerns about your admission, enrollment, or advisement, our office hours are Monday through Thursday 9 a.m. until 7 p.m. and Friday 8 a.m. until noon. We can be reached at (818) 677-2467 and are located in Juniper Hall, room 3109.

Once again, welcome to the Nazarian College MBA program and we look forward to assisting you as you continue to pursue your educational and career goals.

Deborah D. Heisley, Ph.D.  
Director of Graduate Programs

Philipa Moguel, M.Ed.  
Assistant Director

Adela Macias  
Administrative Coordinator

## **Graduate Status**

A graduate student is one who has applied and received formal admission to a specific course of study that will lead to a Master's degree in one of the many disciplines available at CSUN. Graduate status is subdivided into Classified and Conditionally Classified standing, depending on whether or not certain university and program requirements have been met. Sometimes graduate students in either classification may enroll in 500 - and 600 - level courses.

Furthermore, conditionally classified students cannot graduate. Thus conditionally classified students need to complete the requirements for classification as soon as possible. Graduate students must follow the specific course of instruction identified to them by their Graduate Program Coordinator.

# ADMISSION TO THE MBA PROGRAM

## 1. Admission Status: Classified or Conditionally Classified

Knowing your classification status is vital as you begin your graduate degree. The two types of admission classifications are:

### **Conditionally Classified Status**

Students who do not meet all admissions requirements may be accepted as conditionally classified students. In most programs, students must achieve full Classified standing prior to completing more than 12 units of graduate course work. Conditionally classified students are typically prohibited from enrolling in culminating experience courses.

### **Classified Status**

To be granted classified status, students must have all of the following:

1. A 3.0 cumulative GPA or higher of all work taken as a CSUN graduate student.
2. Hold an undergraduate degree (or its equivalent for international students) from a regionally accredited institution.
3. Score at or above the 50<sup>th</sup> percentile on the subject areas of the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE).
4. Pass the Upper Division Writing Proficiency Exam (UDWPE). Students who have fulfilled the Upper Division Writing Exam at another CSU campus may submit official notification of a passing score.
5. Satisfied the MBA Foundation Courses.

Once a conditionally classified student has met the requirements for classified status, it is the responsibility of the student to notify their graduate program coordinator. The coordinator must in turn notify Graduate Evaluation Services within the Office of Research and Graduate Studies by filing the “Request for Classification” Form. This process should be completed as soon as possible within the student’s first year of graduate studies.

## 2. Full-time/Part-time Enrollment

Graduate students who need to be considered full-time must be enrolled in a minimum of 8 units. Students are responsible for ensuring that their own academic programs are accurate. Students are urged to act immediately to correct any enrollment discrepancies. Any enrollment discrepancies should be brought in person to the Office of Admissions and Records for correction. Failure to correct an academic program discrepancy or to drop a class officially may result in a grade of WU (Withdrawal Unauthorized) in courses never attended.

<b>Enrollment chart for Graduate Students</b>	
Full Time	8 units
Three-Quarter Time	5-7 units
Half Time	4 units
Less Than Half Time	1-3 units

## Culminating Experience

A culminating experience is required for completion of a Master's or Doctorate degree program. The university recognizes the following types of culminating experiences: Thesis/Dissertation, Project, and Comprehensive Examination. Each graduate program permits one or more of the culminating experiences as described below. Where more than one option is offered, the specific type of culminating experience must be identified on the student's formal program.

### 1. Types of Culminating Experience

- A. A master's thesis or doctoral dissertation is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis or dissertation is required.
- B. A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project may be required.
- C. A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidences independent thinking, appropriate organization, critical analysis and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of The California State University.

Graduate students must have classified status before they can submit their thesis, dissertation, and project or participate in their comprehensive exam.

## Rules and Procedure: Theses, Dissertations & Projects

- A. Guidelines: The thesis, dissertation project must be prepared according to the guidelines set forth by the Office of Graduate Studies and available online at [www.csun.edu/research-graduate-studies/graduate-studies](http://www.csun.edu/research-graduate-studies/graduate-studies). All thesis, dissertations, and projects must be uploaded through the Electronic Thesis and Dissertation website.
- B. The master's, thesis or doctoral dissertation must be an individual effort. However, the university recognizes that there are circumstances that warrant group graduate projects. In such instances, a signed addendum by each student and by the culminating experience Committee Chair must be submitted to the Office of Graduate Studies. The addendum must identify the names of other authors and describe the project and responsibilities of each author. The division of responsibilities specified must be reviewed, endorsed and evaluated by the students' Committee Chair, signed by each student and subsequently approved by the Assistant Vice President of Graduate Studies before students begin work on their group project.
- C. Students must contact their Graduate Coordinator to determine the maximum number of required culminating units. Otherwise, students are able to determine the number of required culminating units by running their Degree Progress Report. To access your DPR, go to the Graduate Studies landing page, select the current student box, click the current student quick link toolbar (located on the left) and select the Degree Progress Report Tutorial document.
- D. Students must be registered during the semester in which they graduate.
- E. If a student fails to successfully complete/defend the thesis, dissertation, or project, or any part of it, the student will be disqualified from their graduate program. Normally such a student is not allowed to take the Comprehensive Examination option, if that option exists.

## Rules and Procedure: The Comprehensive Exam

Each master's program that offers a comprehensive examination option is required to maintain university- approved guidelines for the administration of the examination. These guidelines are to be available upon request from each graduate program. The following regulations apply in all cases.

1. Only students in classified status can take the comprehensive exam.
2. Students become eligible to attempt the examination during the semester in which all required course work has been completed.
3. Ordinarily, the examination is given at least one month before the end of the semester. Arrangements to enroll and take the examination should be made with the student's graduate program.
4. If the examination is not completed in the final semester, students must register again for the examination for the semester in which they plan to complete their degree. These additional units may not be counted as units toward the Master's/Doctorate degree.
5. Students who fail the examination on the first attempt will be required to register for the examination again the next available term.
6. Students who fail the first attempt will be required to submit a Course Repeat Form to the Office of Graduate Studies with the approval of their Graduate Coordinator once enrolled for the second attempt.
7. The first attempt is defined as the complete comprehensive examination prescribed by the Program. The second attempt is defined as retaking the examination on the entire Program or, at the discretion of the graduate program, a supplementary examination on any part or parts of the first examination that the student failed.
8. Failure of the second attempt of the comprehensive examination results in disqualification from the program.
9. Graduate Coordinators will file the results of each examination with the Office of Graduate Studies.
10. Once students have chosen the option of the Comprehensive Exam and enrolled in and/or attempted the Comprehensive Examination and failed it (or any part), they normally are not eligible to change to a different culminating experience type.

## Policies

All full explanation of the policies governing graduate students can be found in the university catalog: (<http://www.csun.edu/catalog/>). As a graduate student, it is your responsibility to familiarize yourself with all of the policies governing your graduate program.

### A. Admissions Policies

#### 1. GPA Requirements for Graduate Program

Students pursuing a Graduate Degree must maintain a minimum 3.0 (“B”) GPA in the formal program and in the cumulative GPA. No grade below a “C” can be counted in the formal program. Any grade of “C-” or below in the formal program must be repeated after an approved course repeat form has been filed. If the student does not receive a “C” or better on the second attempt, the student will be disqualified from the program. A maximum of 6 units in the formal program may be repeated at the graduate level. The repeat grade will appear on the transcript. Departments may have higher standards that take precedence over the university policy.

#### 2. Transfer work

Credit for work performed in extension or at another regionally accredited institution is subject to the following limitations:

- Transfer of work is subject to the approval of the graduate program coordinator and the Assistant Vice President of Graduate Studies. An unofficial transcript must be submitted with either the formal program or course substitution to the Office of Graduate Studies for approval of the specific coursework.
- Only graduate coursework with a grade “B” or better may be transferred (CR/NC grading is not transferable).
- No more than 9 units in combination of transfer work, extension work or work completed prior to earning a Master’s or Doctoral Degree can be used toward a degree.
- Both transfer and CSUN coursework may not exceed the 7-year time limit.
- Transfer courses and undergraduate CSUN course(s) petitioned to count for graduate studies coursework cannot be validated once a course exceeds the 7-year time limit.
- Units transferred from a quarter institution will hold a lesser value (i.e. 4 quarter units = 2.67 semester units).

- If the course(s) petitioned for transfer have been taken at an institution where a degree has been granted, then the student must provide a memo from that institution certifying that the course(s) was not counted toward a degree completion at the institution.

### **3. Upper Division Writing Proficiency Examination**

All CSUN students earning a graduate degree are required by the CSU to satisfy the Graduate Writing Assessment Requirement (GWAR) prior to full classification. Graduate students who complete an undergraduate degree at any CSU since 1982 have automatically met this requirement because they were required to demonstrate writing proficiency in order to graduate.

Students can satisfy their Writing Proficiency Examination requirement by doing one of the following:

1. Demonstrate that they earned an undergraduate degree at a CSU since 1982, or
2. Take the UDWPE and earn a score of 8 or higher, or
3. Take the GMAT and earn a score of 4 or higher in the Analytical Writing Assessment section, or
4. Take the GRE and earn a score of 3 or higher in the Analytical Writing Assessment section.

## **B. Duration Policies**

### **1. Seven Year Rule**

Students must complete all requirements for their graduate degree within 7 calendar years from the date they were admitted to a program, unless the graduate program coordinator specifies a lesser time. Courses that were completed more than 7 years prior to the date on which all requirements for the degree are completed cannot be counted toward unit requirements unless the student can show current content knowledge in the outdated course(s) by written examination for each course in question. A maximum of 9 units taken in residency at CSUN may be validated in this manner. Validation has duration of only one semester and cannot be repeated. The instructor(s) who taught the outdated course(s), or a faculty member who has taught the same or closely related courses, must certify the student's competency with a memorandum to the Assistant Vice President for Graduate Studies. Outdated courses taken at another institution may not be validated.

### **2. Two Year Limit for Culminating Experience**

Cumulative Experiences (Thesis, Dissertation, Project, & Comprehensive Exam) must be completed, filed and approved within two years of the first enrollment.

### **3. Two Semester Leave for Students in Good Standing**

Graduate students in good standing may take a two-semester leave of absence. Though no formal approval is required, it is strongly suggested that students seek academic advisement from their Graduate Program Coordinator before taking a leave of absence. Graduate students in degree programs should contact their Graduate Program Coordinator before the end of the second semester of leave of absence. Students who do not enroll by the third semester of leave of absence must reapply for admission.

The University will automatically place qualified resident and nonresident students on a Leave of Absence if they:

- a. Were matriculated students in the semester immediately prior to the beginning of the leave;
- b. Were not disqualified at the end of the semester.  
Foreign students with J or F visas are eligible for leave, but must request the prior approval of their International Student Advisor and apply for a leave of absence.

## **C. Probation and Disqualification Policies**

### **1. Academic Probation**

Students enrolled in a Graduate Program (Certificate, Master's, or Doctoral) will be placed on academic probation at the end of the semester when their cumulative GPA falls below 3.0. To be removed from probation, students must earn sufficient grade points in the following semester of enrollment to raise their cumulative GPA to 3.0 or above. Failure to do so will result in disqualification in the following semester. (Please refer to Grading in the Regulations section of the Catalog to determine grade points assigned per unit value of coursework.)

### **2. Disqualification**

Students on probation are placed in disqualified status if, at the end of their next semester of enrollment, their cumulative GPA remains below 3.0.

- **First Disqualification**

Upon a first disqualification, a graduate student who wishes to be considered for readmission to a Master's/Doctoral/Certificate Program must submit the Graduate Reinstatement form for the semester immediately following disqualification notification. First disqualification materials will be emailed to students after final grades are posted. The form should be submitted by students to the Graduate Coordinator or Department Chair of the program. The student must then submit the completed form for

processing to Admissions and Records no later than the second Friday of the upcoming semester. Students who choose not to file a reinstatement form for the semester following first disqualification will be required to submit a new University application and fee in order to be considered for enrollment in any future semester.

- **Second Disqualification**

Students who are disqualified a second time are not permitted to enroll in CSUN courses through the matriculated enrollment process for a minimum of three (3) years after the final day of the semester during which they received the second disqualification. Students who have been disqualified two times may not retake classes for the purpose of raising grades to avoid another disqualification.

Three years from the final day of the semester during which the student received a second disqualification, the student may reapply to the University during the appropriate application filing period. The student must provide evidence to the Graduate Coordinator or Department Chair of the program that demonstrates acquired skills or achievements that support a successful return to the University.

- **Readmission of Disqualified Graduate Students**

The student's cumulative GPA will be analyzed at the time of both first and second disqualification. If it is found to be arithmetically impossible for the disqualified student to bring the cumulative GPA to 3.0 or above within the parameters of the current course repeat policy, the disqualified student will not be readmitted to the University.

## **D. Withdrawals**

- **Cancellation of Registration or Withdrawal from the University**

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures. Failure to follow formal University procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses. Information on canceling registration and withdrawal procedures is available from Admissions and Records. Students who receive financial aid funds must consult with the Financial Aid and Scholarships Department prior to withdrawing from the University regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

- **Medical Withdrawals**

A medical withdrawal usually constitutes complete withdrawal from the university for the academic period in question. Requests for complete medical withdrawals should be submitted as soon as possible after the medical condition impairs the students' ability to complete the coursework for which the student is registered. Requests may also be submitted by an authorized representative of the student. Requests for conditions or circumstances that arise during the final three weeks of instruction or thereafter, will only be considered in cases of severe illness or injury. Petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered. Students may obtain forms and procedural information from the Schedule of Classes Registration Guide.

## **E. Course Repeat Policy**

Students must submit a Course Repeat Form with prior permission of the Graduate Coordinator/Department Chair and the Associate Vice President of Graduate Studies. A graduate student may repeat up to 6 units in which a grade of "B-" or below has been earned. In these cases, only the most recent grade will count. Students seeking a second Master's Degree will be allowed to repeat up to 6 units in which a grade of "B-" or below has been earned. If a course is repeated, the second grade must replace the first grade, even when the second grade is lower.

## **F. Standards for Student Conduct**

### **1. Campus Community Values**

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

### **2. Grounds for Student Discipline**

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following lists many of the grounds upon which student discipline can be based:

1. Dishonesty, including:
  - Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - Furnishing false information to a University official, faculty member, or campus office.
  - Forgery, alteration, or misuse of a University document, key, or identification instrument.
  - Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.
9. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
10. Theft of property or services from the University community, or misappropriation of University resources.

11. Unauthorized destruction, or damage to University property or other property in the University community.
12. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
13. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
14. Misuse of computer facilities or resources, including: Unauthorized entry into a file, for any purpose; Unauthorized transfer of a file; Use of another's identification or password; Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community; Use of computing facilities and resources to send obscene or intimidating and abusive messages; Use of computing facilities and resources to interfere with normal University operations; Use of computing facilities and resources in violation of copyright laws; and Violation of a campus computer use policy.
15. Violation of any published University policy, rule, regulation or presidential order.
16. Failure to comply with directions, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
17. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or wellbeing of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
18. Violation of the Student Conduct Procedures, including:  
Falsification, distortion, or misrepresentation of information related to a student discipline matter. Disruption or interference with the orderly progress of a student discipline proceeding. Initiation of a student discipline proceeding in bad faith. Attempting to discourage another from participating in the student discipline matter. Attempting to influence the impartiality of any participant in a student discipline matter. Verbal or physical harassment or intimidation of any participant in a student discipline matter. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
19. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

## **All Students are Responsible for Updating their Personal Information in the CSUN Portal**

All students are responsible for ensuring that CSUN has their current contact information. Whenever you move, change your phone number, or change your email address, please go into your myNorthridge portal and update your information. Otherwise, important letters and documents (e.g., your diploma!) will be mailed to the wrong place. CSUN cannot be held responsible for documents sent to outdated addresses if those addresses have not been updated in the CSUN database. To change your contact information, go to your myNorthridge portal within <http://www.csun.edu/>, and then click the personal information tab.

## **Financial Aid and Financial Opportunities and Awards**

California State University, Northridge administers a number of financial aid programs. To apply for financial assistance, both continuing and entering students must complete a Free Application for both need and merit based Federal Student Aid (FAFSA). Please contact the Financial Aid office at (818) 677-2085 or visit: <http://www.csun.edu/financialaid> for more information.

### **Graduate Awards**

The Office of Graduate Studies recognizes academic excellence and personal achievement by offering three Graduate Awards:

- The Nathan O. Freedman Memorial Award for Outstanding Graduate Student: The determining factors for the award are based on a record of distinguished scholarship, a minimum GPA of 3.5, and contributions to the field. The award recipient will be announced at Honors Convocation.
- The Robert H. Schiffman Memorial Scholarship Award: Please call the graduate studies office for more information about the scholarship and when it's offered at (818) 677-2138.
- The Association of Retired Faculty Memorial Award: The purpose of the award is to recognize and provide financial support to graduate students for excellent scholarship and creative activity. The award will support a project that is part of a master's program. Award criteria include a project description, two faculty letters of recommendation, and willingness to provide a brief presentation of the project at the ARF annual brunch.

The Graduate Office announces the eligibility requirements during the Fall semester. Please visit [www.csun.edu/grip/graduatestudies](http://www.csun.edu/grip/graduatestudies) for more information and to download applications.

## Student Services

### **CSUN ID Card:**

All incoming students are required to purchase a CSUN ID card. Please bring \$5.00 and an additional form of identification (valid driver's license, passport, or DMV ID card) to the Cash Services counter in Bayramian Hall Lobby or go to your myNorthridge portal login.

### **A CSUN ID Card is required for:**

- All transactions at the Student Services Center in Bayramian Hall – including the offices of Admissions and Records, Financial Aid and Scholarships, and University Cash Services.
- Oviatt Library services.
- Klotz Student Health Center services.
- University Student Union services.
- Voting in Associated Students elections.
- Obtaining tickets from the Associated Students Ticket Office at reduced rates.
- Attending CSUN athletic events and selected campus programs at reduced rates or free of charge.

For more information visit <http://www.csun.edu/admissions-records/photo-id>.

### **CSUN Mobile Apps for Smart Phones**

Download this app to your smart phone to gain immediate access to campus maps, course enrollment, directories, Moodle, and bill payment.

For more info go to: <http://www.csun.edu/it/csun-mobile-app>

### **Klotz Student Health Center**

Klotz Student Health Center provides CSUN students with affordable and excellent quality health care provided by board-certified physicians. Klotz physicians are certified in: family medicine, internal medicine, sports medicine, gynecology, and a variety of other areas. Klotz Student Health Center also provides specialists in physical therapy, chiropractic services, massage therapy, optometry, podiatry, dentistry, substance use, and women and men's health. All Klotz Student Health Center services are provided at little or no cost to currently enrolled students. Services include:

- Primary care (annual physicals, cold and flu care, and care for injuries)
- Acupuncture
- Chiropractic care
- Massage therapy
- Sexual and reproductive health services
- Eye exams
- Dental examinations, full mouth x-rays, fillings, crown, bleaching, night guards, teeth

- extraction,
- Dermatologist services
  - Gynecologist services
  - Immunizations
  - Private breastfeeding rooms
  - Nutrition counseling
  - Physical therapy
  - Podiatrist care
  - Smoking prevention
  - Sports medicine specialist services
  - Substance use counseling
  - Travel immunization consultation
  - Pharmacy services
  - Laboratory and x-ray facilities

Contact: (818) 677-3666 or TTY (818) 677-3692 <http://www.csun.edu/shc>

### **University Counseling Services**

University Counseling provides a variety of free services, including online assessments, personal counseling, group counseling, and outreach consultations. If you would like to make an appointment you can see one of the ExCEL (Experience more Confidence and Enjoyment in your Learning) counselors, who are trained to help you. University Counseling also provides a peer education program that connects students to the CSUN community. For more information visit <http://www.csun.edu/counseling>.

### **Associated Students Childcare Center**

The Associated Students Childcare Center, provide a high-quality program that is safe and nurturing for children. They foster an environment in which children develop physical, social, emotional and intellectual skills. The center is accredited by the National Association for the Education of Young Children (NAEYC).

For more information visit <http://www.csun.edu/as/childrens-center>.

### **Disability Resources and Educational Services (DRES)**

Disability Resources and Educational Services (DRES) provide student services, training and education programs to students with disabilities.

For more information visit <http://www.csun.edu/dres>.

### **National Center on Deafness**

The National Center on Deafness provides services to hard-of-hearing CSUN students. These services include interpreting, speech-to-text transcription, note taking, tutoring, and academic advisement. For more information visit. <http://www.csun.edu/ncod>

### **Veteran Resource Center**

The Veteran Resource Center offers services to students that are in active duty, reserves, or a part of the National Guard. The goal of the Veterans Resource Center is to assist CSUN students as they transition from military service to academic success. The VRC offers support services, resources, peer mentoring, support groups, and community-building events to help foster the personal and professional development of student veterans. For more information visit <http://www.csun.edu/vrc>.

### **Pride Center**

The Pride Center is an educational outreach organization that supports lesbian, gay, bisexual, transgender and queer (LGBTQ) students. For more information visit <https://www.csun.edu/pride>.

### **Career Center**

The Career Center at CSUN offers career exploration, experiential learning, jobs and internship listings. SUNlink is the official job and internship portal for CSUN students. Use SUNlink to find and explore a variety of career opportunities during your time at CSUN. For more information visit [www.csun.edu/career](http://www.csun.edu/career).

### **Student Housing**

CSUN offers affordable housing to future and current graduate students. Housing options for graduate students include the Apartments at University Park, and Apartments at University Village (family housing available for students with dependents, children, a spouse or partner). For more information visit <http://www.csun.edu/housing>.

### **Associated Students**

Associated Students offers services designed to foster learning and student involvement on campus. Students are able to purchase discounted event tickets, monthly transit subsidies, cell phone bill discounts, and funding for academic conference travel. For more information visit <http://www.csun.edu/as/>.

### **Student Recreation Center**

As a graduate student, you will have the opportunity to work out at the 138,000 square foot student recreation center. The rec center offers a plethora of amenities including: weight rooms, basketball courts, an in-door track, exercise classes, as well as a pool. For more information visit <http://www.csun.edu/src>.

### **Matador Involvement Center**

The Matador Involvement Center (MIC) is the place to learn more about getting involved on campus and meeting people with similar interests. For more information visit <http://www.csun.edu/mic>.

### **Valley Performance Art Center**

The Valley Performing Arts Center (VPAC) offers a vibrant and diverse performance program to the university community, as well as serving the intellectual and cultural heart of the San Fernando Valley. The Valley Performing Arts Center is known for its commitment to bringing engaging professional performances of the highest caliber. CSUN students receive discount tickets to performances at the VPAC. For more information visit [www.valleyperformingartscenter.org](http://www.valleyperformingartscenter.org).

### **Police Services**

CSUN Police serves the CSUN community. For more information about Police Services visit <http://www.csun.edu/police/>. You can also call Police Services at 818-677-2111 for 24 hours service, dispatch at 818-677-2111, or the receptionist desk at 818-677-2266. In the event of an emergency please dial 911.

### **Parking**

The Parking & Transportation Division at CSUN assists students with their parking needs. In order to park on campus you need an annual parking permit or a daily parking permit. Semester motorcycle permits may only be purchased in person at CSUN Parking Services and all motorcycles must be registered at the Parking Office. For more information about Parking Services visit <http://www.csun.edu/parking/>.

### **Matador Patrol**

The Matador Patrol is a student-operated public service organization under the guidance of the Department of Police Services. The Matador Patrol provides free escorts during the semester. They are available Monday- Thursday from dusk to 11:00 p.m. For a free Personal Safety Escort call 818-677-2111 from any campus phone or visit <http://www.csun.edu/police/matador-patrol> for more information.

### **Oviatt Library**

The Oviatt Library provides educational services and resources for students. Its primary mission is to provide supplementary classroom material, promotes independent learning, and facilitates student research. The library provides services such as: research assistance, interlibrary loan, and reserved course material and study rooms. For more information about the Oviatt Library visit <http://library.csun.edu/>.

### **Virtual Library**

Due to Campus Quality Fee funding, all enrolled students now have access to CSUN's Virtual Software Library (VSL). The VSL grants students access anytime to select software via an Internet connection from a Mac, PC, or mobile device. For more information please visit [www.csun.edu/it/vsl](http://www.csun.edu/it/vsl).

**Lynda.com**

Another benefit of Campus Quality Fee funding is all students now have access to a collection of 1,900+ video- based trainings on a variety of topics and software. Students can access these training videos from their tablets, smartphones, or desktops. For more information please visit [www.lynda.com](http://www.lynda.com).

**Learning Resource Center (LRC)**

The Learning Resource Center helps student improve their academic performance through a variety of learning programs including workshops, one on one and group tutoring, supplemental instruction classes, and interactive subject area material. The purpose of the LRC is to help students strengthen their critical thinking skills, study strategies, writing skills, and performance in subject matter courses. For Graduate Students who are required to take the Upper Division Writing Proficiency Exam, the LRC offers prep sessions and workshops.

**International and Exchange Student Center**

The International and Exchange Student Center (IESC) provides services to newly admitted and continuing international F-1 and J-1 visa students, Fulbright students, participants of the study abroad program and National Student Exchange. The IESC also coordinates cultural and social events that allow CSUN students to share their national heritage and get involved with the campus educational community. For more information on the IESC visit <http://www.csun.edu/international>.

## QUICK LINKS

Find out more about...

<b>Graduate Studies page</b>	<a href="http://www.csun.edu/research-graduate-studies/graduate-studies">http://www.csun.edu/research-graduate-studies/graduate-studies</a>
<b>Graduate Policies</b>	<a href="http://www.csun.edu/research-graduate-studies/graduate-policies">http://www.csun.edu/research-graduate-studies/graduate-policies</a>
<b>University Catalog</b>	<a href="http://catalog.csun.edu/graduate-programs/graduate-studies-research-and-international-programs/">http://catalog.csun.edu/graduate-programs/graduate-studies-research-and-international-programs/</a>
<b>Student Financial Opportunities</b>	<a href="http://www.csun.edu/research-graduate-studies/funding-sources">http://www.csun.edu/research-graduate-studies/funding-sources</a>
<b>Student Awards</b>	<a href="http://www.csun.edu/research-graduate-studies/student-awards">http://www.csun.edu/research-graduate-studies/student-awards</a>
<b>Thesis Information</b>	<a href="http://www.csun.edu/research-graduate-studies/thesisdissertation-guidelines">http://www.csun.edu/research-graduate-studies/thesisdissertation-guidelines</a>
<b>Admission and Records</b>	<a href="http://www.csun.edu/admissions-records">http://www.csun.edu/admissions-records</a>
<b>Financial Aid</b>	<a href="http://www.csun.edu/financialaid/">http://www.csun.edu/financialaid/</a>
<b>CSUN Virtual Software Library</b>	<a href="http://www.csun.edu/it/vsl">http://www.csun.edu/it/vsl</a>
<b>Web-based email for CSUN students</b>	<a href="http://www.csun.edu/it/webmail">http://www.csun.edu/it/webmail</a>
<b>Health Center</b>	<a href="http://www.csun.edu/~shcenter/">http://www.csun.edu/~shcenter/</a>
<b>Associated Students</b>	<a href="http://www.csunas.org">www.csunas.org</a>
<b>Matador Bookstore</b>	<a href="http://www.csun.edu/tuc/matador-bookstore">http://www.csun.edu/tuc/matador-bookstore</a>
<b>Student Recreation Center</b>	<a href="http://www.csun.edu/src">http://www.csun.edu/src</a>
<b>MBA Student Resources</b>	<a href="http://www.csun.edu/busgrad/evening-mba-program">http://www.csun.edu/busgrad/evening-mba-program</a>
<b>CSUN Moodle</b>	<a href="https://moodle.csun.edu/">https://moodle.csun.edu/</a>

## Graduate Reading Room OmniCode Request Form

The Graduate Reading Room is reserved for academic uses by currently enrolled students in good standing in the Graduate Programs of the David Nazarian College of Business and Economics (GCBA, MBA, MS Tax, and MIA). In requesting a personal code to access the room, you are accepting responsibilities of room usage and admit understanding of these responsibilities and rights.

Your access code is for personal use only. You may not give the code to another individual. You should not admit others to the Graduate Reading Room; in so doing, you accept responsibility for their actions in the room. A record of entry to the space is maintained. You are responsible to immediately report any damage, problems, leaks, or equipment failures to the Graduate Programs Office. In emergencies, contact campus police at 911.

The following are prohibited in the Graduate Reading Room:

- alcohol
- smoking
- inappropriate behavior
- viewing of offensive videos/television programs/websites

Students using the space are expected to keep the area clean and tidy. Food and beverages should be properly disposed of, and accidentally spills cleaned up (supplies are available in the sink area).

Normal building hours for Juniper Hall are:

Monday – Fridays: 6 am - 11 pm.

Saturdays: 8 am - 5 pm

Sundays: closed

With the personal code, you may access the space at any time. However, the front doors to the building \*may\* be locked after the normal building hours (sometimes one door is left open). If you will be using the Graduate Reading Room after normal building hours, please notify campus police at x2111 (you can call from the phone in the Graduate Reading Room) to let them know in case of a campus emergency.

Air conditioning is typically provided (if applicable) M-F, 7 am to 10 pm. If you plan to use the space on a Saturday or Sunday when you expect to need air conditioning, please make the request to the Graduate Programs office by Tuesday prior to usage so that a request can be made.

**I understand the responsibilities and guidelines for usage of the Graduate Reading Room. I understand that my access to this space is a privilege granted by the David Nazarian College of Business and Economics and may be revoked at any time. I will use the code only for my personal access to the Graduate Reading Room and will use this access only for academically-relevant purposes. I will behave professionally and responsibly.**

I accept responsibility       I do not accept responsibility

**In which Business Graduate Program are you currently enrolled?**

- Master of Business Administration
- Master of Science in Accounting
- Master of Science in Taxation
- Graduate Certificate in Business Administration
- Music Industry Administration
- Other (please specify) \_\_\_\_\_

**Please provide the following information. All fields are required to properly process your request. You will be notified by email when your code is ready to be picked up from the Graduate Programs Office. You will need a CSUN ID to pick up your code.**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Student ID: \_\_\_\_\_

CSUN email address: \_\_\_\_\_

Other email address: \_\_\_\_\_

Phone: \_\_\_\_\_

In case of emergency, please contact (name): \_\_\_\_\_

Emergency contact phone: \_\_\_\_\_

## **MBA and Graduate Programs in Business**

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Location: Juniper Hall (JH) 3109

Phone: (818) 677-2467

Fax: (818) 677-3188

Email: [mba@csun.edu](mailto:mba@csun.edu)

Website: [www.csun.edu/busgrad](http://www.csun.edu/busgrad)

Office Hours:

Monday - Thursday: 8am to 7pm

Friday: 8am to 4pm