



# Master of Business Administration Advising Form 2024 - 2025



Name: \_\_\_\_\_

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

Admit Term: \_\_\_\_\_

Last Updated: \_\_\_\_\_

The Martin V. Smith MBA degree consists of three parts: Foundations Courses (0-18 units, as required), Core Courses (31 units), and Special Topics Courses (6 units) for a total of 37-55 semester units. Students who bachelor's degrees are in a field other than business administration are required to complete the Foundation Courses before advancing in the program. Previous coursework with grades of a 'C' or better will be evaluated to waive Foundation Courses.

A minimum grade point average of 3.0 (B) is required across all letter-graded courses taken to satisfy requirements for the MBA degree. Students must receive a grade of 'B' or better in BUS 520 to satisfy the Writing Assessment requirement (GWAR) necessary for graduation.

## Requirements for Master of Business Administration - 37-55 units

Foundation Courses - 0-18 units	Units	Status	Term Offered
BUS 500 - Economics for Managers	3		1st semester
BUS 502 - Quantitative Methods for Decision-Making	3		1st semester
BUS 504 - Introduction to Accounting and Finance	3		2nd semester
BUS 506 - Principles of Management and Marketing	3		2nd semester
BUS 508 - Business Ethics and Law	3		3rd semester
BUS 509 - Business Capstone - Certificate	3		3rd semester

**\*\*Foundations must be met or waived based on previous coursework before enrolling in the MBA Core Courses.\*\***

Required Courses - 31 units	Units	Status	Recommended Path
BUS 510 - Managerial and Organizational Behavior	3		1st semester core
BUS 511 - Business Communication for Professionals	1		1st semester core
BUS 515 - Business Law & Ethics	3		1st semester core
BUS 520 - Strategy and Leadership	3		2nd semester core
BUS 530 - Managing Business Operations	3		2nd semester core
BUS 540 - Accounting for Managerial Decision Making	3		3rd semester core
BUS 545 - Strategic Marketing Management	3		3rd semester core
BUS 550 - The Contemporary Firm in the Digital Age	3		4th semester core
BUS 555 - Financial Principles and Financial Strategies	3		4th semester core
BUS 560 - The Entrepreneurial Manager**	3		Final semester
BUS 570 - Competing in a Global Environment: Graduate Project***	3		Final Semester

### Special Topics - 6 units

Special Topics (see catalog for list of courses)	3		any semester
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\*\*Prerequisites: BUS 510, BUS 520, BUS 530, BUS 540, BUS 545, BUS 550, and BUS 555

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\*This plan serves as a guide to your degree progress and is subject to change based on course offerings and instructor availability

## HELPFUL INFORMATION

1. CLASSIFICATION: There are two levels of admission to the MBA program: Admit or Conditional Admit.
  - a. Conditional Admit requires students to meet some conditions of admission (completion of the Foundation courses or earning a 'B' or better grade requirement) prior to becoming fully admitted. Conditions of admission are established based on GPA and/or GMAT/GRE scores, whether you have an undergraduate business degree, and if you earned below a 'C' grade in the equivalent undergraduate business course(s). Timeline to satisfy conditions varies per student condition.
  - b. Admit means students have met all MBA Program and University level requirements for admission.
2. PROGRAM: Designed as a flexible, part-time evening program, students may take as few as 1 or as many as 3 courses per semester; however, average enrollment is to 2 courses per semester.
3. SCHEDULE: Note the pathway above provides a recommended schedule to progress through the required courses. Students are not mandated to follow the schedule; however, BUS 510-555 must be completed prior to enrolling in BUS 560 and 570. All Core and, at most, 2 electives are typically offered in the fall and spring semester; however, as a flexible program, offerings are subject to student demand, faculty availability, and budgetary restrictions.
4. ENROLLMENT: Enrollment is on a first come, first-serve basis. Students self-enroll in classes and payment is expected at time of registration. Classes may be dropped if payment is not received; however, payment is deferred if financial aid has been approved. Delayed registration may result in a student waitlisting for classes as the enrollment capacity is not likely to be increased to accommodate last minute requests.
5. ACADEMIC LOAD: A student's academic load is determined by the number of units enrolled each semester.
  - Graduate full-time enrollment is 8 graduate level units
  - Graduate part-time enrollment is 3 graduate level units
6. REGISTRATION DATES: Registration for extension courses is managed differently than the regular session university courses. Therefore, it is important students refer to and follow the published Extended University registration calendar dates on the Extended University Current Students webpage found at <https://ext.csuci.edu/current-students/index.htm>
7. TUITION: The tuition fees for the online programs are per unit at \$600 per unit and consists of 37-55 units (depending on one's need for the foundation courses). Total cost of tuition fees is approximately \$22,200 -\$33,000. This fee excludes the cost of textbooks or other classroom related materials. Questions about tuition and payment information can be found at: <https://ext.csuci.edu/finance/student-finance/index.htm>
8. FINANCIAL AID: Check for your financial aid award by logging into myCI to find out if your aid is ready, or if you still need to submit documents. As a Extended University student, you will not be eligible for federal or state grants. Rather, you are considered eligible for a federal unsubsidized loan and scholarships only. Students are encouraged to connect with the financial aid specialist, Joanna Rivas, ([joanna.rivas@csuci.edu](mailto:joanna.rivas@csuci.edu)) for all financial aid concerns.