

Mihaylo College of Business and Economics

Business Advising



CALIFORNIA STATE UNIVERSITY
FULLERTON

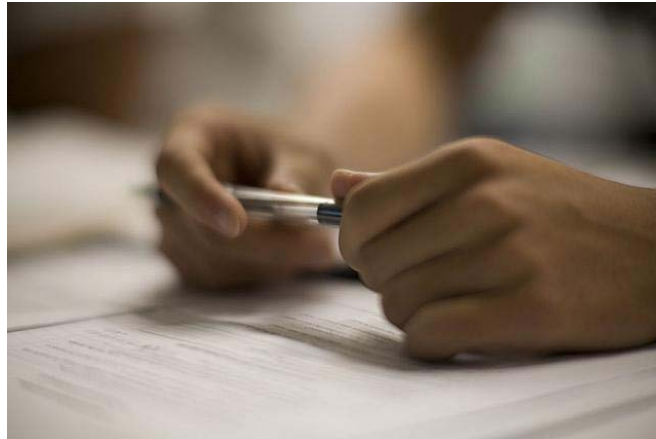
Advising is an integral part of undergraduate education. The Mihaylo College of Business and Economics strives to provide each student with the resources, guidance and support to achieve their academic, career and personal goals.

The Business Advising Center is the central office for all undergraduate students in the Mihaylo College of Business and Economics. The Center provides information and handouts on MCBE major degree requirements, transfer course evaluations, declaring a concentration, and other policies and procedures. Questions about General Education requirements are referred to the Academic Advising Center in University Hall room 123



Mihaylo College of Business and Economics

Business Advising Centers are located on the main campus in Fullerton as well as the Irvine Campus.



Business Advising

Fullerton Campus - Mihaylo Hall room 1201

Walk-in Advising is available throughout the year on the main campus.

Walk-In Hours

Monday	8:00 am - 6:45 pm
Tuesday	8:00 am - 6:45 pm
Wednesday	8:00 am - 4:45 pm
Thursday	8:00 am - 4:45 pm

Appointments

Undergraduate students are welcome to schedule appointments during non-registration periods through an online scheduling system.



Mihaylo College of Business and Economics

Business Advising
Irvine Campus - IRVC 113
Appointments are recommended
(657) 278-1650

	Hours
Monday	11:00 am - 4:00 pm
Tuesday	9:00 am - 6:00 pm
Wednesday	10:00 am - 6:00 pm



Mihaylo College of Business and Economics

Business Advising Staff

Assistant Dean, Academic Services, Triseinge Black
Senior Undergraduate Advisor (full-time), Vacant
Senior Undergraduate Advisor (half-time), Farifteh Shahbazian
Undergraduate Advisor Irvine Campus, Michelle Lucio
Administrative Assistant, Rose Amaro
Graduate Assistants: 5
Student Assistants: 2

Undergraduate Programs

The Mihaylo College of Business and Economics is committed to delivering high-quality, accessible and affordable undergraduate programs to a diverse student population.

Our College is proud to offer the following AACSB International accredited undergraduate programs:

BA in Business Administration with concentrations in:

Accounting

Business Economics

Entertainment and Tourism Management

Entrepreneurship

Finance

Information System

Management

Management Science

Marketing

Risk Management and Insurance

Joint emphasis in Accounting/Finance

Joint emphasis in Accounting/Information Systems

Joint emphasis in Information Systems/Marketing



Undergraduate Programs (cont.)

BABA (Online Program)

BA in Economics

BA in International Business with concentrations in:

Chinese

French

German

Japanese

Portuguese

Spanish

Minors in:

Business Administration

Economics

Entrepreneurship

Information Systems



Mihaylo College Ethics Requirement

One of the goals of the Mihaylo College of Business and Economics (MCBE) is to promote the development of ethically responsible students who will become future professionals in business, economics and other related fields.

To insure that all Mihaylo College students are aware of these standards, Mihaylo College adopted a policy that mandates students fulfill the Mihaylo College Ethics requirement by acknowledging the Mihaylo College Student Code of Ethics, become familiar with the policies and practices related to academic dishonesty and plagiarism, and demonstrate competency in these areas by passing the Mihaylo College Ethics Quiz.

The fulfillment of this requirement is overseen by Business Advising and is required for declaring a concentration and all incoming transfer students.



Business Advisor General Functions

- ❖ Identify and enforce prerequisites
- ❖ Provide information on academic regulations
- ❖ Address registration questions
- ❖ Outline degree requirements
- ❖ Identify catalog year
- ❖ Advise on GPA issues including probation
- ❖ Write course evaluations
- ❖ Refer students to appropriate campus resources

Responsibility and Roles of the Business Advisor

- ❖ Be a good listener.
- ❖ Care about the student by showing empathy, understanding, and respect.
- ❖ Show interest, helpful intent, and involvement.
- ❖ Be patient.
- ❖ Document information
- ❖ When in doubt, refer to the catalog, handbook, or supervisor.
- ❖ Do not be afraid of not knowing all the answers on the top of your head.
- ❖ Engage in critical thinking.
- ❖ Provide accurate and objective information.
- ❖ Know how, when and where to make referrals.
- ❖ Don't make decisions for the student. Instead, help the student make their own decisions and accept the consequences of their choice.
- ❖ Be realistic with the student.
- ❖ Use all available resources.
- ❖ Provide up to date registration information.
- ❖ Clearly explain and apply academic regulations.
- ❖ Advise students of all available options and alternatives.
- ❖ Don't be critical of staff or faculty members.
- ❖ Don't betray confidential information.
- ❖ Be yourself and allow the students to be themselves as well.

Pre-Business Advising

Declaring a Concentration

All students in the Mihaylo College of Business and Economics first enter their major as prebusiness, pre-economics or pre-international majors, whether they are entering freshmen, transfers, or returning students.

Students whose major is prebusiness, pre-economics, or pre-international business are eligible to declare their upper-division concentration once the common lower-division core courses are successfully completed with grades of “C” (2.0) or better. During the fall and springs semesters, students may also declare on a conditional basis if the final lower-division courses are currently in-progress (conditional declarations are not permitted in the summer). Students entering upper-division international business must also demonstrate intermediate competency in their foreign language.

Option 1- In-Person

Option 2- On-Line-TDA Complete



Mandatory Advisement for New Students

To make sure that new students start off on the right track, all newly-admitted students to the Mihaylo College of Business and Economics are required to visit with an advisor before registering for their first semester courses. A registration hold is placed on their first semester's registration.

New freshmen will automatically receive their mandatory advisement by participating in New Student Orientation.

Transfer students are required to visit with an advisor in the Business Advising Center.



NEW STUDENT ADVISEMENT REMINDERS
Mihaylo College of Business and Economics

Name: _____ CWID: _____

_____ If still needed, please complete the MCBE Ethics Requirement immediately.
<http://www.business.fullerton.edu/ethics/>

Remember to submit all final transcripts to Admissions & Records (LH-114).

Y / N Have you accepted your admission to Cal State Fullerton and paid your deposit fee? If not, just go to your Student Center located within your Student Portal to do so. All decisions regarding your admission are subject to A & R approval.

_____ Complete your outstanding lower division business core courses as soon as possible. You may take upper-division core courses as long as you meet the specific prerequisites/corequisites, but you may not take any concentration courses until you are declared. www.business.fullerton.edu/Undergraduate/index.htm

_____ Declare your concentration once you have successfully completed your lower-division core courses. If you are completing the last of your lower-division core courses in either the fall of spring semester, you may apply on a conditional basis during the middle of that semester. Conditional applications may not be submitted during the summer. www.business.fullerton.edu/Undergraduate/advising.htm

Before choosing your courses, make sure you check for prerequisites and corequisites. A prerequisite is a course that must be taken before another. A corequisite is a course that is taken either before or concurrently with another.

All business core courses must be completed with "C" (2.0) or better. Some concentrations also require "C" (2.0) or better in each course.

_____ If you still need to take Calculus, make sure that you first take Math 115, the MQE, or request an exemption.
www.business.fullerton.edu/Undergraduate/advising.htm

_____ If required, complete your Transfer Evaluations as soon as possible. Make sure you provide catalog descriptions, course syllabus, and text titles. After your evaluation has been reviewed, please return it to the Business Advising Center immediately.

Visit the Academic Advisement Center (UH 123) to review your General Education requirements. All transfer students must complete a minimum of nine general education units at Cal State Fullerton. www.fullerton.edu/aac/

Check TITAN On-line for your registration date and time. Make sure you don't have any other holds.

_____ Visit a Career Path Advisor if you have any questions about the different concentrations.
www.business.fullerton.edu/Undergraduate/advising.htm

All students must complete a minimum of 120 total units of which at least 40 must be at the upper-division level. At least 30 units of your major must be in residence.

For MCBE Office Use Only

New Student?	_____	Readmit?	_____	Change of Major?	_____
Semester?	Fall_____Spring_____	Ethics Met?	Yes_____No_____		
Declare?	Yes_____No_____	Evaluations?	Yes_____No_____		

Advisor: _____ Date: _____

Academic Probation

Methods of outreach:

- ❖ Email
- ❖ Individual Sessions
- ❖ Workshops in Collaboration with Academic Advisement
- ❖ Probation Tutorial

Students learn about the grading policies at Cal State Fullerton, including information about grade point averages, repeating courses, academic probation and academic disqualification.

Graduating Senior Advising

Methods of Outreach:

- ❖ Email
- ❖ Individual Sessions

Students are sent an email encouraging them to review their TDA and meet with a Business Advisor if there are any questions about outstanding requirements.



Graduating Senior Checklist
Mihaylo College of Business and Economics

Name: _____ CWID: _____

Is the graduation date correct?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Expected graduation date: _____

Has the graduation fee been paid?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Summary of General Education units:

- Completion of all categories?
- Minimum of 51 units?
- Minimum of 9 units in Residence GE?
- Minimum of 9 units in Upper Division GE?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

MCBE Major Requirements

- Student understands outstanding courses?
- Will the student meet final prerequisites for remaining courses?
- For management students, are proper electives approved?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Minimum of 2.0 grade point average in all required areas:

- Major, concentration (if applicable)?
- CSUF and cumulative GPA's?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Are final transcripts from other schools needed?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

With the student's remaining major/GE requirements, the following unit requirements will be met:

- Minimum of 120 units?
- Minimum of 40 units in Upper division (especially for BA in Econ majors)?
- Minimum of 30 units in residence?
- At least 15 of the last 24 major units completed in residence?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Student: _____ Date: _____

Advisor: _____ Date: _____

Mihaylo College of Business and Economics

Ready to work. Ready to lead.®



Mihaylo College of Business and Economics