Mihaylo College of Business and Economics

Business Advising
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.
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.
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
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
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.
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/

___X___ 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: ___________________________

Yes     No
Is the graduation date correct?
Expected graduation date: _______________________

Has the graduation fee been paid?

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?

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

Minimum of 2.0 grade point average in all required areas:
• Major, concentration (if applicable)?
• CSUF and cumulative GPA’s?

Are final transcripts from other schools needed?

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?

Comments: ____________________________________________________________________________
_____________________________________________________________________________________

Student: _______________________________ Date: __________
Advisor: _______________________________ Date: __________

Mihaylo College of Business and Economics

Ready to work. Ready to lead.®