
NEW CBE STUDENT RESOURCE GUIDE

2021-2022



COLLEGE OF
**BUSINESS &
ECONOMICS**

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TUITION & FEES PROCEDURE

Spring Semester 2022 instruction term dates are **January 24, 2022 through May 21, 2022**. We will begin accepting tuition and fees payments on October 11, 2021. A **\$25.00 late fee** begins January 10, 2022 for continuing students, and January 24, 2022 for new and returning students.

Tuition and fees must be paid 3 days before registering for classes

Important Registration Information for New Students (PLEASE READ ALL)

- Please check your enrollment date on your GET portal:
<https://www.calstatela.edu/registrar/get>
- Information on tuition fees, how to make payments, program fees, payment plans, financial aid recipients, etc. can be found here: <https://www.calstatela.edu/sfinserv/fall-semester-2021>
- In addition to tuition, please be aware of these additional fees you must cover:
 - **All students (except MA Econ):** Professional Program fee \$270/per unit
 - **International Students:** Non-resident fee \$396/per unit
- If you would like to register for courses, see instructions below.

HOW TO REGISTER FOR COURSES

Class Enrollment begins with a scheduled Enrollment Appointment. Your appointment date and time is displayed in the Student Center. Please refer to the Scheduling Office webpage for registration start dates and deadlines.

Step-by-Step Guide How to Register (Video)

Access GET from the **Login to GET** Portal. You will be assigned a specific day and time when you may begin enrolling. Appointment times are assigned randomly based on academic level and units earned. The time assigned to you is fixed and not subject to change for any reason. Note: In GET, use the '**change term**' button to select the *correct* term when looking for your Enrollment Appointment.

Step 1: Pay your fees. Cal State LA is a pre-pay campus. You will not be able to enroll in courses until you have covered tuition costs, Professional Fees, and Non-Resident Fee *if applicable*. If you are receiving financial aid please refer to the Financial Aid Office for any follow up questions. If you are paying out of pocket to the Cashier's Office, **please note that processing your payment can take up to 3 days to clear.** We ask that you kindly plan for this when you register.

Step 2: Register on GET. Log onto MyCSULA and to the GET system. Search and add courses using detailed and step-by-step instructions found here, under *Add/Drop/Swap*:

<https://www.calstatela.edu/registrar/get>

Step 3: Refer to your program plan for suggested courses to add. Each program advisor has provided information on suggested courses to add. Please see the Graduate Advisors Contact Sheet (page 14) for their contact information. Please see our University Catalog online for course descriptions to understand what you will be studying:

- [MS Accounting](#)
- [MS Business Administration](#)
- [MBA](#)
- [MA in Economics](#)
- [MS Information Systems](#)
- [MS Healthcare Management](#)

ACADEMIC RESOURCES

THE CENTER FOR ACADEMIC SUCCESS (CAS)

The Center for Academic Success (CAS) is available to all students at Cal State LA. Our outstanding staff and tutors support your academic growth. No degree is completed without the help of others and without environments that serve your unique needs.

CAS supports all students throughout their educational journey. The academic services we provide are inclusive, engaging, challenging, and impactful. As part of our commitment to multiple student success strategies in order to succeed together, CAS provides the following services:

- Peer Tutoring
- Study Skills Workshops
- Classroom Presentations
- Online Tutoring Support

CONTACT OUR ADMISSIONS OFFICE

Mailing Address

Office of Admissions & Recruitment
5151 State University Drive
Los Angeles, CA 90032

Phone Number

(323) 343-3901

Fax Number

(323) 343-6306

E-Mail

(323) 343-3901

IN-PERSON

Location

Student Services Center - Admissions Office
Student Affairs Building, Room 101

Office Hours

Monday-Thursday: 8:00am - 6:00pm
Friday: 8:00am - 5:00pm

The University is closed on most major holidays. Review the Academic Calendar for specific dates.

ACADEMIC RESOURCES

SCHOLARSHIPS & FINANCIAL AID

For additional assistance or any other questions you may contact the Center for Student Financial Aid & Scholarships at 323-343-6260, or visit the following:

- <http://www.calstatela.edu/graduatestudies/funding-opportunities>
- <http://www.calstatela.edu/financialaid/scholarships>

CASHIER'S OFFICE

Cashier's Office was designed to assist students and faculty/staff by providing general information from paying fees to understanding petty cash procedures.

Office Hours:

Monday - Friday: 8:00 am - 5:00 pm

Administration Building, Room 128

Phone: (323) 343-3630 | Fax: (323) 343-6491

Email: studentfinancialservices@calstatela.edu

GRADUATE WRITING ASSESSMENT REQUIREMENT (GWAR)

Graduate Students are exempt from UNIV 4000 or the course alternative, UNIV 4010, if they hold an earned bachelor's degree or higher from an accredited college or university where English is the primary medium of instruction. Graduate students are also exempt from UNIV 4000 if they have a score of 41 or better on the writing portion of the California Basic Education Skills Test (CBEST) or a score of 4 on the analytic writing portion of the GRE or GMAT. Students who do not satisfy the Graduate Writing Requirement within their first 12 units may be subject to a registration hold. Students must satisfy this Graduate Writing Requirement to Advance to Candidacy. For more information on registering for the WPE exam, contact The Testing Center, located in Library South, Palmer Wing, Rm 2098. (323) 343-3160.

HOUSING & RESIDENCE LIFE

Welcome to Housing & Residence Life.

Resources are available to assist graduate students with housing. Please click [Housing and Residence Life](#) for more details about university housing or call 323-343-4800.

[Why Live On Campus?](#)

Don't just go to Cal State LA - be Cal State LA. Join our growing community! Apply to live in the new South Village housing facility or the University Apartments. This is a unique time in your life when you can experience new cultures, new friendships and live in a supportive community rich with diverse ways of viewing the world. Click [here](#) for instructions on how to apply.

INTERNATIONAL PROGRAM OFFICE

(International students ONLY)

APPLYING FOR YOUR I-20 OR SEVIS TRANSFER

Applicants holding or applying for an F-1 or J-1 visa must complete and submit the online New Student I-20 Verification Form with signatures and appropriate documentation to show proof of funding. If you are interested in attending Cal State LA, please do not wait for your admission decision before submitting these documents. The advance submission of the verification form, and financial documentation, will help expedite the issuance of the I-20; if your I-20 paperwork is complete, the International Programs Office can issue the I-20 immediately after your admission to the University. If you are currently studying in the US, please request to transfer your SEVIS to Cal State LA by completing and submitting the Transfer to Cal State LA Form. Please do not transfer the SEVIS until you receive the offer of admission, and you know that you plan to attend the University for the admit term.

For other important information, including the deadline for the I20/SEVIS transfer process, please contact the International Programs Office at **(323) 343-3170**, international@calstatela.edu, or visit the International Office.

HEALTH INSURANCE

International students will not be able to register for classes until the International Office has received verification that they have purchased the mandatory health insurance. To purchase health insurance, visit the Relation Insurance website. Please allow 2-3 business days to waive the registration hold from your student account. For more information, please contact the International Programs Office at **(323) 343-3170**, international@calstatela.edu, or visit the International Office.

OFFICE FOR STUDENTS WITH DISABILITIES

Office for Students with Disabilities (OSD) staff are working remotely to continue to assist you with your accommodation needs, questions, inquiries, etc., Monday-Friday, 8 a.m. – 5 p.m.

Appointments with OSD counselors and support staff will continue to be scheduled during these times. To schedule an appointment or to contact us with questions, email OSD@calstatela.edu or email your OSD counselor or support staff directly. You can find their contact information on our Staff webpage.

Our goal will continue to be to make sure that you receive the services that you need so that you can continue to move forward with your education. We hope that you are all safe and taking care of yourselves as you push through the rest of the semester.

Mailing Address:

California State University, Los Angeles
Office for Students with Disabilities
Administration Building Room 127
Los Angeles, CA 90032

Phone: (323) 343-3140

Fax: (323) 343-6429

VP: (323) 275-9052

Email: OSD@calstatela.edu

CAREER DEVELOPMENT CENTER

The mission of the Career Development Center is to empower students to make enlightened career decisions throughout the lifespan; to connect them with employers; and provide skills to successfully obtain employment in a rapidly changing, complex, and competitive world.

Our goal in carrying out this mission is to serve students at all levels, to retain students at the University until graduation and to provide community with benefits of the students' educational experience. In order to ensure effectiveness, we measure student learning outcomes and use the data to refine our services on a regular basis.

CONTACT OUR CAREER DEVELOPMENT CENTER

Location

The Career Development Center is located on the main walkway, between the gym and the health center. We are building #17 on the campus map.

Phone Number

(323) 343-3237

Appointment/Information

(323) 343-3237

On-Campus Interviews

(323) 343-3286

Student Employment

(323) 343-3277

Email

careers@cslanet.calstatela.edu

Office Hours

Monday-Thursday: 8:00am - 6:00pm
Friday: 8:00am - 5:00pm

Walk-in Hours

Monday-Thursday: 11:00am - 2:00pm

UNIVERSITY LIBRARY

STUDENT SUPPORT SERVICES

- **In person:** Stop by the Service Desk on the first floor of Library North during [open hours](#).
- **By appointment:** Consult the [Library Subject Specialists](#) directory and contact the librarian for your College/Department.
- **By phone:** Call (323) 343-3988 during open hours.
- **Online chat:** Connect to a network of Librarians across the country through the [24/7 chat service](#).

GROUP STUDY ROOMS

The Library has reservable study rooms that each seat anywhere from 2 to 5 people. Some rooms come equipped with a computer and HD monitor, others have just an HD monitor for you to plug your device into, the rest are non-tech rooms for group collaboration. Study rooms may be reserved for two hours per day up to 7 days in advance. Learn more about [Room Reservation](#).

COMPUTERS

Computers are available for use in Library North on levels A, 1, 2, and 3. They include Windows-based PCs and Mac desktops with [pre-installed software](#) like Microsoft Office and Adobe Creative Cloud. Visit the live [computer availability chart](#) to see which computers are free at any time in the Library.

ITEMS FROM OTHER LIBRARIES (INTERLIBRARY LOAN AND CSU+)

If a book, media item, or journal article that you need is not owned or not available at the Cal State LA Library we can attempt to get it from another library at no cost to you. Learn more about [how to request items from other libraries](#).

BORROWING & RESERVES

The Library Service Desk is located on the 1st floor of Library North. Service Desk staff can help you:

- Check-out or return books, CDs, DVDs, Course Reserve items

UNIVERSITY LIBRARY

- Pick-up or return items borrowed from other libraries (Interlibrary Loan)
- Place, check-out or return items on Hold
- Pay fines
- Make change
- Find lost items at our lost & found station

Visit [borrowing](#) for more information.

LOCKERS

Students can rent an [ASI lockers](#) located in either the University-Student Union Basement or Library North for a small fee. For more information, visit the University-Student Union Administration Office located in USU Room 203 or call (323) 343-4778.

DEVICE CHARGING

The Library has 20 free use charging lockers, located on the first floor of Library North. Learn more about our options for [device charging](#).

STUDY ZONES

There are study areas located strategically throughout both Library buildings, in designated zones. the three types of zones are:

(1) Collaborative: Quiet conversation allowed, no phone conversations.

- A Level East - Library North
- 1st Floor - Library North
- 2nd Floor Center - Library North

(2) Quiet: Occasional quiet conversation allowed, no phone conversations, headphones at low volume.

- A Level West - Library North
- B Level - Library North
- 2nd Floor Perimeter - Library North
- 3rd Floor - Library North
- 2nd and 3rd Floor - Bridges

(3) Silent: No talking of any kind, no phone conversations (phone on silent), headphones at low volume.

- 3rd Floor - Library South

UNIVERSITY LIBRARY

- Sound may carry from study rooms/through doorways and patrons using these areas may generate some gentle noises (keyboard clicks, pages turning, an occasional cough, etc.) Please be patient with these minor interruptions.

ADA SERVICES

The Office for Students with Disabilities (OSD) works to provide an equitable learning environment for students with documented disabilities. Visit the [OSD site](#) for more information.

WIFI CONNECTION

Students, faculty and staff can access the **CSULA-SECURE** wireless network using their MyCalStateLA ID username and password. Visit [ITS Wireless](#) for more information.

OFF-CAMPUS DATABASE ACCESS

Some electronic resources are restricted to the Cal State LA community (currently enrolled students, faculty & staff) due to licensing/copyright agreements with vendors and publishers. Learn how to [access Library electronic resources from off-campus](#).

OTHER CSUs & LOCAL LIBRARIES

Cal State LA students, faculty, and staff: Visit any other CSU campus library during open hours and check out materials by presenting your OneCard. See the [list of other CSU and local libraries](#).

DEPARTMENT CONTACT

Main Service Desk (323) 343-3988

Hours (323) 343-3988

All University Library Personnel (323) 343-3950

Academic Advisement Center (323) 343-3150

UNIVERSITY REGISTRAR

Looking for something specific? Here's where to go for our most commonly used services:

- **GET:** All students, especially prospective and transfer, should start here. [Login to GET](#) to get tons of information about registration, classes, waitlists and more. Learn how to register for classes.
- **University Records Office:** Transcripts, registration PIN numbers, auditing, enrollment verifications, grade reporting & issues, leave of absence, GPA & grade information, and more.
- **University Scheduling Office:** Class Schedules and explanations of abbreviations, numbers, suffixes, General Education (GE) requirements.
- **University Graduation Office:** Degree awarding & applying to graduate.

RECORDS & ENROLLMENT

The **University Records Office** provides academic support services to students, faculty, administrators, staff and alumni by accurately maintaining all data related to the production of individual academic histories, often called transcripts, at Cal State LA. Here's some of what we do:

- Leave of Absence
- Certification of enrollment
- Verification of degrees
- Transcript requests
- Credit by exam requests
- Grant student requests for leaves of absences
- Grade forgiveness
- Disqualification & disenrollments
- Grade processing & changes upon faculty request

CONTACT THE REGISTRAR'S OFFICE

Location

Administration Building, Room 409

Hours

Monday-Friday: 8:00am - 5:00pm

Phone

(323) 343-3873

Email

records@calstatela.edu

OFFICE OF GRADUATE STUDIES

The Office of Graduate Studies provides academic support, professional development, and community-building opportunities in a space dedicated to graduate students. Leadership and service is offered to promote graduate studies and to provide research development support services to the university community. Special attention is given to interdisciplinary efforts that can contribute to leadership in a changing world. We also offer funding opportunities, hosts New Graduate Student Orientation, oversees the thesis and dissertation submission process, and is home to the Graduate Resource Center. We also guide students with writing, editing, and formatting the thesis and dissertation and assist in preparing their work for publication; host workshops and presentations to support students' academic and professional development; and act as a general resource for graduate student needs. We strive to arm graduate students with the tools required in the next steps of their academic and professional journeys.

PROSPECTIVE GRADUATE STUDENTS

- [Graduate Admissions](#)
- [Interdisciplinary Studies](#)
- [Resources for Applying to Graduate School](#)
- [Cost of Attendance](#)

CURRENT GRADUATE STUDENTS

- [Graduate Student Handbook](#)
- [Graduate Resource Center](#)
- [Thesis, Project, & Dissertation Guidelines](#)
- [Center for Student Financial Aid & Scholarships](#)

ALUMNI

- [Alumni Association](#)
- [Cal State LA Magazine](#)
- [Career Development Center](#)
- [Order Transcripts](#)

CONTACT THE OFFICE OF GRADUATE STUDIES

Location

Library North A124

Hours

Monday–Thursday: 8:00am – 6:00pm
Friday: 8:00am – 5:00pm

Phone/Fax

(323) 343-3873 | (323) 343-5653

Email

gradstudies@calstatela.edu

GRADUATE PROGRAM ADVISORS

MBA/MSBA/FEMBA PROGRAM

Dr. Mine Ucok Hughes

Email: mucokhu@calstatela.edu

Phone: (323) 343-2490

Office Location: ST F610

MS HEALTHCARE MANAGEMENT

Dr. Andre Avramchuk

Email: aavramc@calstatela.edu

Phone: (323) 387-2905

Office Location: ST F707

MS ACCOUNTANCY

Dr. Dong-Woo (Students' last name A-M)

Email: dwlee@calstatela.edu

Phone: (323) 343-2836

Office Location: ST F513

MS INFORMATION SYSTEMS

Dr. Nanda Ganesan

Email: nganesa@calstatela.edu

Phone: (323) 343-2989

Office Location: ST F615

Dr. Rafik Elias (Students' last name A-Z)

Email: relias@exchange.calstatela.edu

Phone: (323) 343-2850

Office Location: ST F706

Dr. Shilpa Balan

Email: sbalan@calstatela.edu

Phone: (323) 343-5256

Office Location: ST F603

ACCOUNTING CERTIFICATE

Dr. Richard Lau

Email: rlau@calstatela.edu

Phone: (323) 343-2833

Office Location: ST F507

Dr. Song Xing

Email: sxing@exchange.calstatela.edu

Phone: (323) 343-2917

Office Location: ST F605

MA ECONOMICS

Dr. Ramon Castillo

Email: rcastil@exchange.calstatela.edu

Phone: (323) 343-2951

Office Location: ST F903

ACCESSING YOUR CAAR REPORT

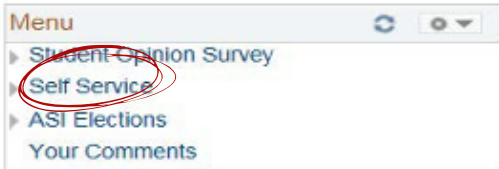
Your **Campus Academic Advisement Report (CAAR)** is the campus resource to track student's progress towards completion of degree requirements. It is important to note that the report assumes **IN PROGRESS** work will be completed. If at the end of the term, the student does not achieve a passing grade, credit will not be given.

Click here for instructions on how to read your [Cal State LA Academic Report](#).

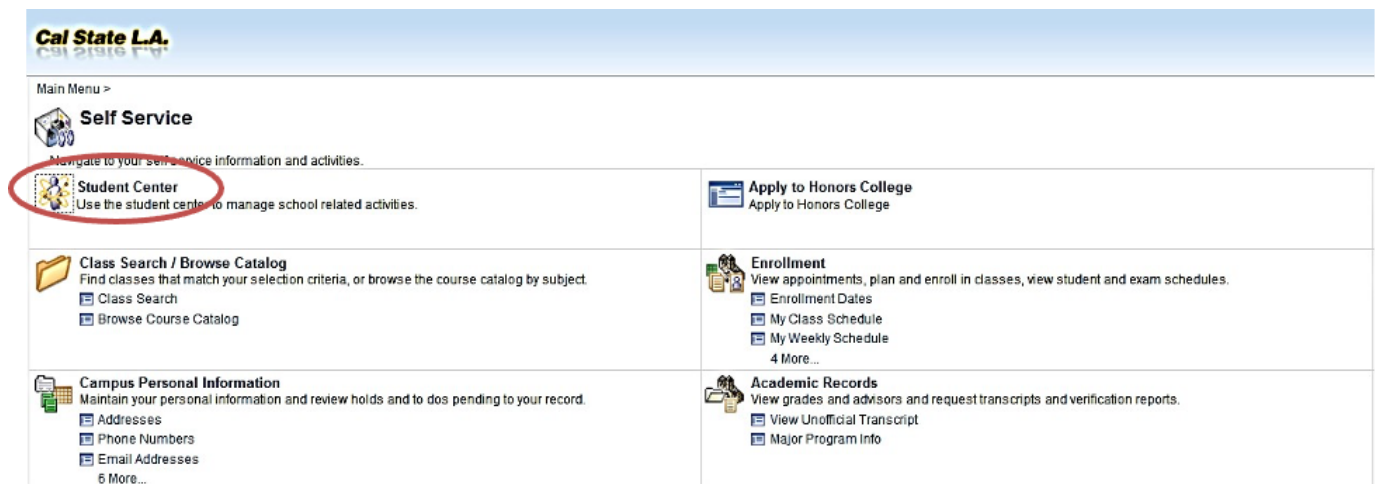
Step 1: Log onto your GET Account.



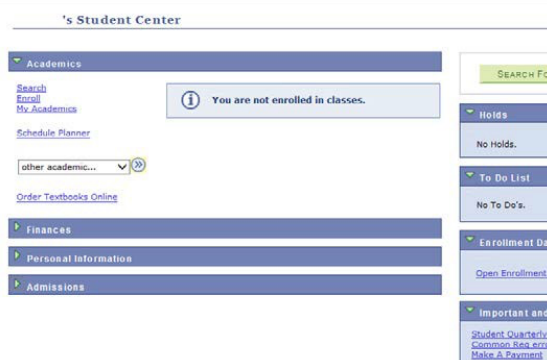
Step 2: Click "Self Service."



Step 3: Click on "Student Center."



Step 4: You will see the screen below.















ACCESSING YOUR CAAR REPORT

Step 5: Select "Academic Requirements" from the drop down menu and click on the arrows in the circle. >>



Step 6: Your CAAR report will appear. All of your requirements needed for graduation will be reflected in the report.

INFORMATION TECHNOLOGY SERVICES

 Accounts & Passwords ▼	 Network Access ▼
 Computer Labs & Classrooms ▼	 Phone & Voicemail ▼
 Email & Calendar ▼	 Software & Hardware ▼
 Help & Support ▼	 Storage & Collaboration ▼
 IT Security & Guidelines ▼	 Training & Tutorials ▼
 Multimedia ▼	 Web Development & Hosting ▼

ITS TELEPHONE SUPPORT

Phone

(323) 343-6170

Telephone services are available 24/7, except during University holidays, breaks, and intersessions.

WALK-IN SUPPORT

Location

Library Palmer Wing Lobby

Monday-Friday: Closed

Saturday-Sunday: Closed

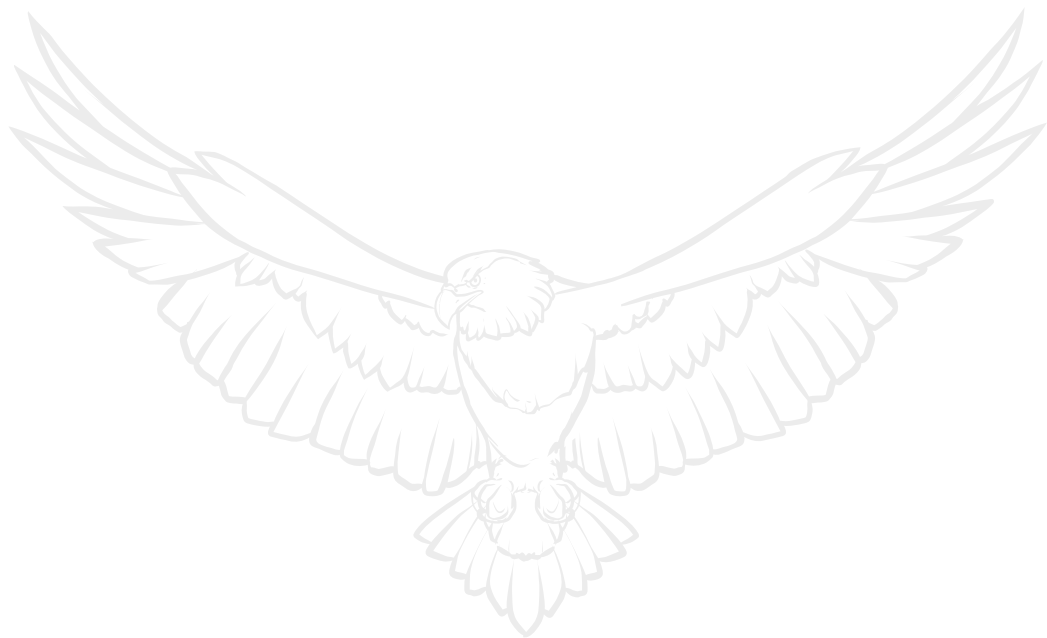
Location

Annex Link (ST E191)

Closed until further notice.

For Annex Link schedule, click [here](#).

NEW CBE STUDENT RESOURCE GUIDE



CONTACT THE DEAN'S OFFICE

calstatelacbe@calstatela.edu
(323) 343 2800 | Simpson Tower



COLLEGE OF
**BUSINESS &
ECONOMICS**

CBE MOVES YOU **FORWARD.**

www.calstatela.edu/business/gradprog