

FAQ for CBE Graduate Students

Who can I talk to about my schedule?

Your program advisor. See attached page for list of program advisors and contact information.

How can I get in contact with a faculty?

Please call the CBE Staff Support Center 323.343.5256 to get contact information and faculty office hours. You can also use the *Directory* tab on the main webpage for the University (at the top of the page).

The class I want to add is full/closed, how can I add this course?

Only the faculty teaching the course can issue you a permit to add their course. Please show up on the first day of class (or the first week) and ask to be added. You can also try emailing them in advance to let them know you are trying to add their course.

I can't add the class I want due to a prerequisite issue, who can I talk to about this?

Whether you've met the prerequisite or need to show proof that you've completed an equivalent to this prerequisite, you must contact the faculty teaching the course. Only the faculty teaching the course can issue you a permit to add their course that will override the prerequisite. Please show up on the first day of class (or the first week) and ask to be added. You can also try emailing them in advance to let them know you are trying to add their course.

I want to get a course substitution approved for my program, who can I talk to about this?

You should get this course substitution approved by your faculty advisor. See attached page for list of program advisors. You can also speak to Dr. Steve McGuire, the Director of Graduate Programs.

I have transfer courses that I want to get credit for, who can I talk to about this?

You must first check with the Admissions and Records Office to verify that they have received and processed the official transcripts you submitted to them from the University/College where you took the original course. This is an important step because this is the office that will determine whether the courses can be transferred in and used as graduate credit. Once you have confirmed that your official transcripts were received and processed then you can ask to speak to your faculty advisor to confirm that these transfer courses can be used in your current graduate program.

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

Phone: 323.343.3901

I want to declare or change the concentration/option in my program, how can I do this?

Email Dr. Steve McGuire, the Director of Graduate Programs with your program, current option and the new option you are requesting. See attached page for contact information.

I want to switch from my current graduate program to another program in the College of Business & Economics, who can I talk to about this?

Please see Jane Ratan. See attached page for contact information.

How can I apply for graduation?

1. Please visit the webpage: www.calstatela.edu/graduation to view the application deadline and download the graduation application.
2. Meet with your faculty advisor to have the application approved and signed.
3. Submit the signed application to the Cashier's Office. You will pay the fee and they will keep your application.