

DOUBLE DEGREE PROGRAM CETYS-CITYU OF SEATTLE
HANDBOOK



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Dear Double Degree Student,

Welcome to the Double Degree Program CETYS University-City University of Seattle. This experience has been designed not only to prepare you for your professional and academic life, but in your personal life as well. As you probably have heard before, much of the knowledge you will acquire in this program will help you, among other things, to explore a different culture and to develop in a truly global environment. As a student of both institutions, it provides you a better opportunity to establish a new network of friends and future professional contacts, not to mention another degree from another country. If you haven't realized this now you are about to partake in a globally-unique experience.

This handbook will answer most of your questions regarding the Double Degree Program, beginning with the structure of the program, and finishing with the important contact information you can refer to when in doubt. At this point, you must have the general information regarding the program, future steps will include: Meetings with your Double Degree Coordinator, important dates and orientation. It is important to remind you that, this program though it has innumerable advantages, operations may not be carried the way you are used to, please be very well aware of this fact, and prepared for the occasional confusion and allow yourself a period of adjustment. Your Double Degree Coordinator will be your point of contact between both institutions, and is more than happy to assist you.

Once again, I welcome you on behalf of CETYS University and CityU of Seattle. Congratulations on becoming part of a life changing experience, where not only you acquire a Double Degree but you separate yourself from others upon graduation. We look forward to work with you.

Regards,

Your Double Degree Coordinators

II. Double Degree Program CETYS University-City University of Seattle

A. Double Degree Program Structure

The program consists in nine core courses that will be taken with City University of Seattle in order to obtain the minimum of credits required to get your double degree. **The main requirement for any participant is to be an enrolled/active student of CETYS University, and to remain in aforementioned status for the duration of the program.** The dates to apply for the program will be provided by your CETYS Double Degree coordinator. Months to apply are from September until November. Upon acceptance, you will begin with the first two courses the following summer, in CITYU's main campus in Bellevue. Five of the nine courses, will be coursed in CETYS University. During the second summer, you have the option to take the two courses offered during summer, in one of CityU's different locations.

The program is designed to be finished within two years.

B. Course Format

Class begins online, throughout the duration of the program, using CITYU's Blackboard System. The course includes two intensive weekends; Thursday and Friday from 5:00PM to 9:00PM and, Saturday from 9:00AM to 6:00PM. Five of the nine courses in the curriculum, will be coursed using this format.

I. Summer Course

Class begins online, using CITYU's Blackboard System; two weeks later you travel to CITYU's Campus, where you will take the course in person. Class Monday through Friday 9:00AM to 5:00PM. Four of the nine courses in the curriculum, will be coursed using this format.

II. Blackboard System

Upon acceptance to the program, the student will receive its own ID number from CITYU. This number is required in order for you to create your CITYU account. Once your account is validated, you should be able to log in to Blackboard. Should you have any issues, please contact help@cityu.edu, with a copy to program coordinator (gabriela.rivera@cetys.mx)

III. Admission Requirements

A. Admission Materials and Fee Payments

As you apply, please take into consideration that acceptance to the Dual Degree Program is *not* automatic and it involves meeting university- wide requirements. In order to be considered for admission you should have already submitted the necessary materials through CETYS University Program Coordinator to the International Admissions Office at CityU these materials are:

- **For International Students (Non US Citizens or Residents):** CityU's International Student Application Form, Application Fee Payment, the appropriate financial statement, an official TOEFL score report, a letter of recommendation from academic coordinator, a copy of your passport, official transcript from CETYS University. A US Student Visa is required upon acceptance.
- **For National Students (US Citizens):** CITYU's US Student Application Form, application fee payment, an official TOEFL score report, (*If you graduated from a US high school, TOEFL score is not required as long as a valid copy of the high school transcript and diploma are presented along with the other documents*), a letter of recommendation from academic coordinator, a copy of your passport, official transcript from CETYS University.

Please note that you should complete CITYU application form, and register for the TOEFL using your full name exactly how it is printed on your passport (including middle or multiple last names). If this is not followed, CITYU may not be able to process your application.

Once all of these materials are received and approved by CITYU's International Admissions Office, your acceptance letter will be forwarded to International Programs at CETYS University, where your official welcome packet will be issued. This welcome packet will include the following: your acceptance letter from CITYU, immigration documents necessary to obtain your US Student Visa (the I-20), your CITYU ID number, calendar with future activities and important dates, as well as the programs policies and procedures. Please read the materials contained on your welcome packet carefully.

C. Health Insurance

Upon acceptance to the Double-Degree Program, you are required to obtain an International Health Insurance; more information can be provided for you at CETYS University. During the first summer upon their arrival to Bellevue, International Students are required to purchase CityU's Insurance with a cost of \$64USD.

IV. Academic Policies

I. Official Registration

Double Degree program CETYS-CityU considers a student officially registered once:

- All applicable tuition and fees have been paid during the designated time.
- CETYS has reviewed the student profile and registered his course at CETYS.
- CityU has reviewed the student profile and registered his course at CityU.

If a student fails to comply with this simple rules registration will not proceed. In case of any change in registrations, all transactions must take place within the first week of the term and/or session.

II. Course Selection- Following Your Curriculum-

A curriculum has been created for the Double Degree Program. You will find the appropriate curriculum for your program at CETYS University web page, (under the International Programs Menu (www.cetys.mx); however you should already have this document in your possession (as this should be something you worked along with your program academic coordinator). Please take into consideration the courses you might have to leave in order to take them with CITYU. This curriculum fulfills all of the General Education requirements from CITYU. Please review your curriculum, and enroll in the appropriate classes in the pre-determined order, also notice that you may have to leave courses in order to enroll those with CITYU. Your academic advisor should give you the proper counseling for your Double Degree Courses.

III. Bachelor of Arts in Management Requirements

In order to obtain CITYU's Bachelor of Arts in Management degree has a designed course curriculum. This curriculum, as previously mentioned, is to be made according to the requirements to obtain the Double Degree. The main area is the following:

a. Core Courses

- BC 301 Critical Thinking
- BC 306 Ethics and Leadership
- MK 300 Principles of Marketing
- BSM 304 Effective Organizational Communications
- BSC 406 The Effective Organization
- BSM 414 International Management
- HR 405 Strategic Management of Human Resources
- PM 401 Fundamentals of Project Management
- MG 495 Management Strategy

IV. Grading System for Double Degree Program

As a Double Degree Program Student, it is very important that you always keep in mind that you are a student of two institutions; therefore you have rights and obligations with both. When in doubt this handbook is made to assist you, but if further inquiries occur please refer to CETYS Handbook and/or CityU's catalog which will be provided to you on your first summer. This is also for you to always consider that when it comes to grades, you are subject to comply and to be informed of both institutions requisites and procedures.

The equivalent to CETYS University's grading system is as follows:

CETYS GRADE	CITYU SCALE GRADE
100-90	4.0 - 3.2
89-80	3.1 - 2.4
79-70	2.3 - 1.6
50	1.5

o **Course Failure:**

A student may take the course with the following cohort, but if the student chooses to take the course at an extraordinary time, tuition will be paid in full to CITYU.

Please take into consideration, that failed courses disrupt the design of the program and prolong your graduation. A student WILL NOT receive a degree from CETYS, unless he completes his double degree curriculum.

- o **Course Repetition**

It is important that you take into consideration that you may take the same course a maximum of three times (failure or withdrawal). If you do not obtain a passing grade after the third attempt, you will be automatically withdrawn from the program. If you are to repeat a course, it is required that you complete registration process and cover all fees.

V. Attendance

Each of the courses required for you to obtain your Double Degree, belong to a specific set of requirements from CityU. It is important that you take into consideration, that not all classes follow the same format.

Classes to be taken during summer period: During this period of time your classes will be face-to-face with CityU's faculty. At the beginning of each course, the instructor will inform students of the relevance of class attendance with regard to determination of the final grade. Please refer always to the class syllabus when in doubt.

Classes during fall and winter quarters: As your courses during this period of time combine learning in a classroom setting and online. When 20% or more of a course is missed consecutively and there has been no contact previously with the instructor or the program coordinators, students may be withdrawn or fail the course. Also, it is your responsibility to inform the instructor and the program coordinators, with at least three day period in advance for any absence to class.

VI. Tuition

Tuition is to be paid at CETYS University, tuition for each course is subject to change each spring, it is important that you consider; that the process is to be made in México's currency (PESO) and tuition cost may vary with the exchange rate.

a. Payment of Tuition and Fees

The date for tuition payment will be established according to CETYS University's calendar (Tuition is due, two weeks after CETYS University's normal enrollment period). You should be informed by your Double Degree Coordinator, the date for

enrollment. Also, students will only have one specific day to complete their enrollment, if the student does not register or pay tuition at CETYS University, a late payment fee will apply.

- **Regulations and Action**

A hold will be placed on any student if a balance remains, or if the student has not paid tuition for a program course. Student may also be suspended from class until tuition is paid.

- **Fees**

As a double degree student the following fees are applied throughout the program:

Application Fee: The application form will be accepted only if accompanied by the fee. The fee covers the evaluation of incoming transcripts and/or standard administrative processing. **Late Payment**

Fee: A late payment fee to CETYS (\$50USD) will be assessed for any student registering a week after the designated day for enrollment.

Returned Check Handling Fee: If for any reason a check made payable to CityU is returned or found uncollectible, the fee affected will be deemed unpaid. In addition, there is a handling charge on all uncollectible checks. **Audit Fee:** Upon finishing the program, an audit form as well as a fee will be applied. This fee covers administrative expenses for your diploma.

VII. Refunds

Tuition is refundable only when a student “officially” withdraws from a course according to the schedule documented in the policies. Students who are withdrawn from a course or courses for a disciplinary reason or breach of conduct forfeit the right to a refund of any portion of their tuition and fees.

VIII. Double Degree Graduation Requirements

As a Double-Degree student you are a student of both CITYU and CETYS University. Because of this, you must comply with all graduation requirements from both institutions. The program is designed for you to obtain your Double-Degree, around the same period of time that you would receive your degree at CETYS.

V. Summer Courses

Bellevue

As a Double Degree Student, it is a requirement to take your first two classes at CITYU's main campus in Bellevue, Washington. The trips takes place during the summer, what is now called "the first summer". The duration is two and a half weeks. International Students, upon acceptance to the program, are required to obtain a US student Visa for the duration of your visit as a student in Bellevue. Therefore we strongly advise you to plan ahead, since this procedure can be tedious and complicated, it is important that you are aware that you will not be permitted entrance to the US, without this document.

CityU's Campus located worldwide

Your second summer, as a double degree student, you have the option to take your summer courses at one of CityU's campus worldwide. This is entirely optional and subject to availability and a minimum required number of students.

Please consult your program coordinator for further details.

- Tuition, fees and deposits

Two specific tuition payment dates will be provided on your calendar, for your summer program. Payments for housing will be, determined by several deposits made throughout the semester. Dates will be provided by your program coordinator.

Student Obligations for Summer Program

1. As a Double Degree student, you are responsible for ensuring that your transportation has been arranged either individually or as determined by the sending institution. Travel costs will be your responsibility.
2. A double degree student is responsible for his/her financial support, and the host institution bears no responsibility for providing funds to a double degree student for any purpose.
3. Double Degree students are responsible for securing their own housing accommodations. Students interested in living in the housing option provided in

the program, if available, should mark their selection in their application for the Double Degree Program.

4. Double Degree students are required to be covered by health insurance valid in the host country. Proof of health insurance valid in the United States, or you may purchase health insurance at CityU

VI. Future Steps

A. What is next?

After you have submitted all of the admission documents and you have been accepted to the program, a welcome packet will be issued to you along with your acceptance letter, the welcome packet will include: Acceptance letter, I-20 forms for US Student visa.

Throughout the duration of your studies in the Double Degree Program, it is very important that you review your e-mail regularly. Most communication will be sent by e-mail, and occasionally by telephone. Please provide your Double Degree Coordinator an updated e-mail address and a local (or cell phone) number where they may reach you with important notifications.

B. Meeting with your Double-Degree Coordinators

Every student has its own financial and academic background, and due to the complexities of student issues, you are strongly advised to plan ahead your academic, your study abroad and your immigration needs, and meet regularly with your Double Degree Coordinator.

C. Discontinuing the Program

Inform your Double Degree Coordinator immediately of any intentions of discontinuing the program.

D. Disclaimer of Information

The information provided in this catalog was drawn from City University of Seattle 2008-2009 Catalog, and from CETYS Universidad Reglamento de Profesional. Additional help, from Multiple Degree Handbook from SDSU

VII. Contact Information

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