

CityUniversity
of Seattle



**ADMINISTRACION &
BACHELOR OF SCIENCE
IN BUSINESS ADMINISTRATION**

Double Degree Program

Student Handbook

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I. Welcome

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 for your personal life as well. As you probably have heard before, much of the knowledge you will acquire in this program will help you to explore a different culture and to develop in a truly global environment. As a student of both institutions, this program provides you with a better opportunity to establish a new network of friends and future professional contacts, not to mention earning a degree from another country. 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 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 CETYS/CityU Double Degree Coordinator, important dates to remember, and orientation. It is important to remind you that while this program has innumerable advantages, operations may not be carried the way you are used to. Please be very well aware of this fact and prepare for occasional confusion. Allow yourself a period of adjustment. Your CETYS/CityU Double Degree Coordinator will be your point of contact between both institutions, and is more than happy to assist you.

Once again, we 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 distinguish yourself from others upon graduation. We look forward to working with you.

Regards,



Antonio Esqueda, M.Ed.
Special Assistant to the President
for International Operations
Director of Mexican Programs

L.N.I. Grethel Nevarez
Coordinadora de Doble Diploma
CETYS/CityU

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

A. Double Degree Program Structure

The Double Degree Program (hereinafter “Program”) is designed to start at the end of your fourth semester at CETYS. You may apply for the Program starting January 1st until February 28th of each year. The Program has a set articulated curriculum which allows you to simultaneously be enrolled at CETYS and CityU.

The program consists of nine (9) courses that you will take through City University of Seattle in order to obtain the minimum number of credits required to get your double degree. **The main requirement for any participant is to be an enrolled/active student of CETYS University for the duration of the City University of Seattle program.** The CETYS/CityU Double Degree Coordinator will remind you about the days to apply for the program January 1st until February 28th of each year. Applications are accepted starting at the end of your third semester. Upon acceptance into the Program, you will begin with the first two courses the following summer at CityU’s main campus in Seattle, Washington. Five of the nine courses will be taken at CETYS University. During the second summer, you have the option to take a course offered during summer at one of CityU’s locations worldwide.

The courses taught by CityU are in a mix-mode or fully online. The mix-mode format allows for 49% of the course to be delivered face-to-face. The other 51% is taught online using CityU’s Blackboard System. Fully online courses are taught 100% online.

You will begin your CityU courses in the summer between your fourth and fifth semester at CETYS.

Upon acceptance into the Program, you will begin with the first two courses in CityU’s main campus in Seattle, Washington; the remaining seven courses will be taken at CETYS University. During the second summer, you have the option to take the one course offered during summer at one of CityU’s locations worldwide.

The program is designed to be completed within your last two years at CETYS.

B. Course Format

Throughout the duration of the program, class begins online using CityU's Blackboard System. The courses include two intensive weekends: Friday 10:00AM- 4:00PM and Saturday 9:00AM-4:00PM. Six of the nine courses in the curriculum, will be delivered in this format.

- **Summer Courses**

Class begins online using CityU's Blackboard System. Two weeks later you travel to CityU's Campus in Seattle's, Washington where you will complete the courses in person. Classes take place Monday through Friday 9:00AM to 4:30PM. Three of the nine courses in the curriculum, will be delivered in this format, if you partake the second summer abroad.

- **Blackboard System**

Upon acceptance to the program, you will receive your 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 of your message sent to the CETYS/CityU Double Degree Coordinator, Grethel Nevarez grethel.nevarez@cetys.mx

III. Admission Requirements

A. Admission Materials and Fee Payments

As you apply to this program, please take into consideration that acceptance to the Double Degree Program is *not* automatic and it involves meeting CETYS, CityU, and Program requirements. In order to be considered for admission you should have already submitted the necessary materials to your local CETYS University Programas Internacionales Coordinator, who in turn will submit to the CETYS/CityU Double Degree Coordinator.

- **For International Students (Non-US Citizens):** CityU's International Student Application Form, application fee payment, the appropriate financial statement, an official TOEFL score report, a letter of recommendation from an academic coordinator, a copy of your passport, and an official transcript from CETYS University. A US Student Visa is required upon acceptance.

- NOTE: Starting January 2013 – CityU's application fee will be paid online with a major credit card. CityU will continue to accept checks or money orders, both drawn from a U.S. bank.
- **For National Students (US Citizens or Residents):** CityU's US Student Application Form online, application fee payment, an official TOEFL score report, a letter of recommendation from an academic coordinator, a copy of your passport, and an official transcript from CETYS University.
 - NOTE: Starting January 2013 – CityU's application fee will be paid online with a major credit card. CityU will continue to accept checks or money orders, both drawn from a U.S. bank.

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

Once all of these materials are received and approved by CityU's International Student 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.

B. Health Insurance

Upon acceptance to the Double-Degree Program, you are required to obtain International Health Insurance through City University of Seattle. More information about health insurance can be provided for you at CETYS University. During the first summer upon your arrival in Seattle, Washington International Students are required to purchase CityU's Insurance at a cost of \$86.25USD. The cost varies each year.

IV. Academic Policies

A. Official Registration

The Double Degree program of 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 their course at CETYS.
- CityU has reviewed the student profile and registered their course at CityU.

If you fail to comply with these requirements, registration will not proceed. Any changes to your registration must take place within the first week of the term and/or session.

B. Course Selection - Following Your Curriculum

A curriculum has been created for the Double Degree Program. You will find the appropriate curriculum for your program on the CETYS University web page under the International Programs Menu (www.cetys.mx). You may already have this curriculum document in your possession as this should be something you worked on with your program academic coordinator. *Please take into consideration the courses you might have to wait to take in order to take them with CityU.* Please review your curriculum and enroll in the appropriate classes in the pre-determined order. Your academic advisor should give you the proper counseling for your Double Degree Courses.

C. Bachelor of Science in Business Administration Requirements

In order to obtain CityU's Bachelor of Science in Business Administration degree you must follow the curriculum as it has been designed. The main curriculum consists of the following courses:

Core Courses

- BC 302 Professional Communication
- BSC 407 The Effective Organizations
- BSC 402 Financing Organizations
- BSC 403 Legal Issues in the Workplace
- EC 400 Fundamentals of E-Commerce
- PM 401 Introduction to Project Management
- MK 388 Global Marketing
- BSM 404 International Business
- BSM 495 Business Strategy

D. 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. Keep this in mind when it comes to grades. You are to comply and to be informed of the requisites and procedures for both institutions. You have rights and obligations with both institutions. When in doubt this handbook is made to assist you, but if additional questions arise please refer to CETYS Handbook and/or CityU's catalog which will be provided to you during your first summer of study.

The CityU 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 |

E. Course Failure / Repetition

- **Course Failure**

If you fail a course you may take the course with the next cohort. However, if you choose to take the course at an alternate time you will be responsible for ensuring tuition is 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 or CityU unless he or she completes his double degree curriculum.

- **Course Repetition**

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

F. 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 delivery format. Attendance is mandatory whether they are online or mix-mode. Thus, it is your responsibility to ensure to be able to travel to a CETYS campus for the weekend sessions.

- **Summer Classes**

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.

- **Fall and Winter Classes**

Your courses during fall and winter quarters combine learning in a classroom setting with online learning. Starting January 2013, students will be allowed to miss one day of the four (two days per weekend session, two sessions per class). If you miss more than one day, you will fail the class automatically. It is your responsibility to inform the instructor and the CETYS/CityU Double Degree Coordinator, Grethel Nevarez, with at least three day advance notice, for any class absences.

G. 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.

- **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 the CETYS/CityU Double Degree Coordinator, Grethel Nevarez of the date for enrollment. You will only have one specific day to complete their enrollment. If you do not register or pay tuition at CETYS University, a late payment fee will be applied to your tuition.

- **Regulations and Action**

A hold will be placed on any student account if a balance due remains or if a student has not paid tuition for a course in the program. Students 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.

H. Refunds

Tuition is refundable only if a student “officially” withdraws from a course according to the schedule documented in the policies (during the first week of the quarter). 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.

I. 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, within the same period of time that you would receive your degree at CETYS.

V. Academic Support

A. Library Resources

City University of Seattle's Library in Seattle, Washington includes online resources to support your course work including: professional business journals, specialized company and industry reports, business e-books, and more. The library's resources can be accessed through your course's Blackboard shell or through the My.CityU.edu portal menu using your CityU username and password. Use the library's "Quick Links" menu on My.CityU to access a complete list of the online article databases available to you and the library catalog which includes e-books and other online resources. CityU's Library's website is: www.cityu.edu/library.

CityU librarians work with faculty to create course resource pages that include required and recommended online resources to help you complete your coursework. The databases, journals, e-books, or other online resources that are most relevant to your course assignments can be found on these pages. Access your course's resource page through its Blackboard shell, the link on your course syllabus, or through the My.CityU menu at Library > Resources by Course.

B. Research Help

To learn how to search a CityU database, how to use APA style, or how to access and use other library resources, you can watch one of the many online tutorials available on My.CityU at Library > How do I...? Tutorials specific to business research are also available on My.CityU at Library > Resources by Program > Management > How do I...?

Personalized research help from CityU's librarians is available to you online through the Ask a Librarian service. Submit your research question via email or instant-messaging CityU's librarians can help you locate the information you need to be successful in your course work.

C. Smarthinking

City University of Seattle students are entitled to 10 free hours of personalized writing or other academic tutoring support from Smarthinking. To create your account, contact CityU's Student Support Center by email at info@cityu.edu to request a username and password, to request current information about how to start your account, and to learn about any technical requirements necessary for you to access Smarthinking's services.

VI. Summer Courses – Seattle, Washington and Other CityU Locations

A. Overview

As a Double Degree Student you are required to take your first two classes at CityU's main campus in Seattle, Washington. The three-and-a-half week long trip takes place during what is referred to as "the first summer." Upon acceptance to the program, international students are required to obtain a US Student Visa for the duration of their visit as a student in Seattle. Therefore we strongly advise you to plan ahead since this procedure can be time consuming. It is important that you are aware that you will not be permitted entrance to the US without this document.

During your second summer as a double degree student, you have the option to take your summer courses at one of CityU's worldwide locations. This is entirely optional and subject to availability and a required minimum number of participating students. Please consult your CETYS/CityU Double Degree Coordinator for further details.

Two specific tuition payment dates for your summer program will be provided on your calendar. Payments for housing will be determined by several deposits made throughout the semester. Dates will be provided by your CETYS/CityU Double Degree Coordinator.

B. Student Obligations for Summer Program

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 are your responsibility.

A double degree student is responsible for his/her financial support with the host institution bearing no responsibility for providing funds to a double degree student for any purpose.

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.

Double Degree students are required to purchase CityU's International Health Insurance if you travel to Seattle and be covered by health insurance valid in the host country.

VII. 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 and I-20 forms for a 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 CETYS/CityU Double Degree Coordinator with 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 Coordinator

Every student has their own financial and academic background, and due to the complexities of student issues, you are strongly advised to plan ahead for your academic, study abroad, and immigration needs. It is recommended that you meet regularly with your CETYS/CityU Double Degree Coordinator.

C. Discontinuing the Program

Inform your CETYS/CityU 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 2012-2013 Catalog, and from CETYS Universidad Reglamento de Profesional with additional help from the Multiple Degree Handbook from SDSU.

VIII. Contact Information

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