

International Business Program Multiple-Degree Handbook



SAN DIEGO STATE
UNIVERSITY



MEXUS, SanParaíso, SanDíQue,
SanBrazil, PanAmerica & CaMexUS
2010-2011

Dear Incoming Multiple-Degree Student (students who originate from a foreign university):

Welcome to San Diego State University (SDSU) and the International Business (IB) Program. This experience is designed to prepare you not only in your professional & academic life, but in your personal life as well. Much of the knowledge you will acquire through the International Business Multiple-Degree Program will include a better understanding of your own values & assumptions and a new network of friends & future professional contacts, not to mention an undergraduate degree from another (or multiple) country(ies). If you haven't realized this already, you are about to partake in a very exciting and globally-unique academic experience.

This handbook will answer most of your questions concerning the SDSU-side of your Multiple-Degree, starting from admission and ending with filing for graduation. Once you arrive at SDSU we will meet at the Mandatory New Student Orientation at the International Student Center (ISC). At that point we will also make you aware of the mandatory International Business advising meetings, "IB 101", and establish many ground rules that will need to be followed throughout your terms in San Diego. After this point, all academic issues or questions must be handled through your Multiple-Degree Coordinator at SDSU.

It is important to remind you that operations at SDSU are not carried out exactly as they are at your home institution and country, so prepare yourself for the occasional confusion and allow yourself a period of initial adjustment. A positive attitude will help you cope with stressful situations you may encounter, so you can accomplish your goals. As always, your Multiple-Degree Coordinator is your point of contact here at SDSU, and is more than happy to assist you.

Once again, I welcome you on behalf of San Diego State University and the International Business Program. Congratulations on becoming part of a world-famous academic program. I look forward to working with you.

Regards,

Wes Hansen

International Business Program

Multiple-Degree & Study Abroad Coordinator

Dear Outgoing Multiple-Degree Student (students who originate from SDSU):

Welcome to the International Business (IB) Multiple-Degree Program at San Diego State University (SDSU). This world-class undergraduate experience is designed to prepare you not only in your professional & academic life, but in your personal life as well. Much of the knowledge you will acquire through the International Business Multiple-Degree Program will include a better understanding of your own values & assumptions and a new network of friends & future professional contacts, not to mention an undergraduate degree from another (or multiple) country(ies). If you haven't realized this already, you are about to partake in a very exciting and globally-unique academic experience.

Along with this honor come many responsibilities that you will need to start assuming immediately. This handbook will answer most of your questions concerning the SDSU-side of your Multiple-Degree, starting from admission and ending with filing for graduation. By this time you should already have attended one of the International Business mandatory advising meetings, "IB 101", and a Multiple-Degree Informational Session, which are both designed to establish many ground rules that will need to be followed throughout your terms in San Diego as an IB Multiple-Degree major. Additional study abroad-related orientations will also follow.

From this point on, all academic issues or questions must be handled through your Multiple-Degree Coordinator at SDSU, however it is important you first refer to the materials (such as this handbook and your year-specific SDSU General Catalog) which have been provided to you, in order for you to become more informed about your undergraduate degree(s).

In conclusion, I formally welcome you to the International Business Multiple-Degree Program. Congratulations on becoming part of a world-famous academic program, where you will not only be a representative of SDSU, but of the US educational system as well. I look forward to working with you.

Regards,

Wes Hansen

International Business Program

Multiple-Degree & Study Abroad Coordinator

Table of Contents

(information highlighted in BLUE also pertains to outgoing Multiple-Degree students, originating from SDSU)

I. Admission Requirements

A. Admission Materials & Fee Payments	5
B. Health Insurance & Orientation Confirmation	5
C. Official Transcripts	6
1. Southwestern College Transfer Students	6
D. English Placement (EPT) & Entry Level Mathematics (ELM) Tests	6
E. Writing Proficiency Assessment (WPA)	7

II. Registration Issues

A. Course Selection – Following Your Curriculum	7
B. Enrollment Status	8
1. Full-time	8
2. Reduced Course Load	8
3. Leave of Absence	8
C. Upper-division Declaration	9
D. Registration & Registration Holds	9
1. Crashing Courses	10
2. Schedule Adjustments	10
E. Summer Enrollment	10

III. Degree Requirements at Your Home/Foreign Institution

A. Explanation	10
----------------------	----

IV. Degree Requirements at San Diego State University

A. General Education Requirements	11
B. International Business Major Requirements & Master Plan	11
C. IB 495 Internship Requirements	12
D. San Diego State Residency & Grade Point Requirements	12
E. Grading at San Diego State University	12
1. Credit/No Credit Enrollment	13
2. Course Failure – Repeated Courses	13
3. Academic Probation & Disqualification	13
4. Petition for Graduation & Commencement	14
F. Optional Practical Training (OPT)	14

V. Future Steps

A. What's Next?	15
-----------------------	----

VI. SDSU Contact Information & Important Websites	16
---	----

I. Admission Requirements

A. Admission Materials & Admission Fee Payments

Please take into consideration that acceptance to San Diego State University is not automatic and involves meeting many strict university-wide requirements. It is our hope that all of our partner university students will be admitted, however many times this is something beyond our control. In order to be considered for admission you should apply through the CSU Mentor online application and have already submitted the supplement documents through your home university coordinator to the International Business Office at SDSU.

You can access the CSU Mentor (transfer) application and application guide here:

http://www.isc.sdsu.edu/prospective/iwant_transfer.html

Please make note that you should complete the CSU Mentor application and register for both the TOEFL and the transcript evaluation service using your full name *exactly how as it is printed on your passport* (including middle or multiple last names). If this is not followed, the SDSU Admissions Office may not be able to appropriately locate your exam results or quickly process your application.

Once all of these materials have been received by the International Business (IB) Office and approved by the SDSU Office of Admissions & Records, your credentials will be forwarded to the International Student Center (ISC), where your official welcome packet will be issued. This welcome packet will include the following: a welcome email from SDSU, information on the English Placement Test (EPT) and Entry Level Mathematics Assessment (ELM), and hardcopies of the ISC Orientation Confirmation Form and the immigration documents necessary to obtain your US Student Visa (the I-20). Many of these forms will need to be returned to the ISC and have strict deadlines. Please read the materials contained in your welcome packet carefully.

No tuition or supplement payments, besides the \$55 CSU Mentor online application fee, are required by San Diego State University under the exchange agreement of the Multiple-Degree Program. If by chance you receive notification of outstanding balances or fees prior to arriving at SDSU, please disregard this information and make payments at your home university. There may be minimal expenses due upon your arrival to SDSU, such as parking fees (if you decide to bring a car to campus), student identification card processing fees, laboratory fees, and required international student health insurance.

B. Health Insurance & Orientation Confirmation

Issues surrounding both health insurance and the confirmation of the ISC orientation are addressed on the ISC Orientation Confirmation Form. This form will be mailed to you and serves as a contract in which you agree to provide proof of an approved health insurance policy by a predetermined date in order to be allowed to register for courses at SDSU. Additionally, this form serves as your agreement to attend one of the mandatory orientations held by the ISC at the beginning of each semester. Please complete this form with the health insurance promissory note and also the confirmation of your attendance to the required ISC orientation at your earliest convenience to avoid problems with your registration.

C. Official Transcripts

Upon arrival to San Diego State University it is important that an official transcript from all of your previously completed university studies is on file in our IB Office. This transcript may be an identical or updated version of the one that was previously submitted to the transcript evaluation agency as part of your admission package. This is requested to ensure that you have met all of the academic commitments and prerequisites to proceed with your Multiple-Degree curriculum at SDSU. Your most updated transcripts must follow these specific requirements:

- ~ Officially issued from your home university with grades reported in all courses
- ~ Signed, stamped and sealed in an unopened university envelope
- ~ In the native language of the home university (French, Spanish or Portuguese)
- ~ Submitted directly to your Multiple-degree Coordinator in the IB Office

1. Southwestern College Transfer Students

Students who are transferring from Southwestern College (SWC) must petition to SWC to send an official transcript to the Prospective Student Center/Office of Admissions at SDSU. If this request is not made, credit for courses previously completed at SWC will not be recognized at SDSU and this will delay progression in the Multiple-Degree Program curriculum. All submissions are done electronically between SWC and SDSU.

D. English Placement (EPT) & Entry Level Mathematics (ELM) Tests

The majority of students who are admitted to SDSU as degree-seeking students must take the English Placement Test (EPT). This test is separate from the admission requirement of the TOEFL exam, and must be taken before you attend your first semester at SDSU or as soon as you are officially accepted to SDSU. The purpose of the exam is to determine if you can take the 100-level English and writing courses, or if you will be required to first enroll in a remedial English course. It is your responsibility to ensure that this requirement is fulfilled at the appropriate time to avoid any registration holds on your student record. *You may be exempt from the EPT exam if you have passed a transferable college composition course that satisfies the General Education requirements in Composition or Critical Thinking with a "C" or better.*

You will be pleasantly surprised to learn that as long as your updated official home university transcripts are received by SDSU, *you may NOT have to take the Entry Level Mathematics (ELM) Test.* This SDSU requirement can be fulfilled by earning a minimum grade of "C" in a transferable college course that satisfies General Education Mathematics/Quantitative Reasoning. This class is typically the entry level mathematics or statistics course that you completed at your home university.

Please consult the website of the Office of Student Testing Assessment & Research (mentioned on the last page of this handbook) for posted examination dates and registration procedures. You will be responsible for the registration and fee associated with any of these examinations. Your Multiple-Degree curriculum is not designed to accommodate additional remedial English or Mathematics classes. It is important that you score well (above 151 on the EPT and above 50 on the ELM) on these exams, or you may have to stay longer at SDSU. For preparation purposes it would be advantageous to refer to the study guides that are posted on the same website.

E. Writing Proficiency Assessment (WPA)

All students at SDSU are required to take the Writing Proficiency Assessment (WPA) during the semester in which they achieve 60 units or in the semester immediately following. Register for this exam at the earliest opportunity possible. Depending on the results from this exam, you may have a couple additional writing courses to take at SDSU. It is much easier to accommodate for these extra courses when we are able to plan ahead.

Please keep in mind that although the Multiple-Degree curriculums are designed for students scoring a 10 on the WPA (no additional course required), it is very common for students to score an 8 or 9 (which requires 1 additional writing course), and sometimes even 7 or below (which requires 2 additional writing courses). In many cases, a score of 7 or below on the WPA indicates that the student will be at SDSU for an additional semester of studies in order to graduate from the Multiple-Degree Program. You are able to take this examination twice.

Score of 10 = no additional course work. Congratulations!

Score of 8 or 9 = select 1 course from the list below to add to your Multiple-Degree curriculum.

Score of 7 or below = complete 1 course of Ling 281 or RWS 281 with a grade of “C” or better, in addition to 1 course from the list below to add to your Multiple-Degree curriculum.

Courses to fulfill the Upper-division Graduate Writing Assessment Requirement:

Anthropology 396W
Chicana & Chicano Studies 396W*
Communication 310W*
English 306W
English 308W
English 508W
English 581W
English 584 W
History 400W
History 450W
Information & Decisions Systems 390W

Information & Decisions Systems 396W
Journalism & Media Studies 396W
Journalism & Media Studies 310W
Linguistics 305W*
Linguistics 396W
Recreation 396W
Rhetoric & Writing Studies 305W*
Rhetoric & Writing Studies 500W
Rhetoric & Writing Studies 503W
Rhetoric & Writing Studies 508W

** = indicates most common course choice for Multiple-Degree students*
+consult your individual SDSU Catalog for the most accurate selections

II. Registration Issues

A. Course Selection – Following Your Curriculum

A curriculum has been created for the respective Multiple-Degree programs. You will find the appropriate curriculum for your program on our IB website (under the Multiple-Degree menu); however you should already have this document in your possession, (as this should be something you have previously discussed with your Home University Coordinator). The Multiple-Degree curriculums fulfill all of the General Education requirements from SDSU and the business, language, and regional/cultural areas of the International Business major.

You will notice that some classes at SDSU have already been chosen for you (Mgmt 405 or Fin 329, perhaps) while other requirements leave a certain amount of flexibility for you to decide and tailor your educational experience. The courses with flexibility are typically General Education (GE) requirements and are labeled with Roman Numerals in one of the columns on the Multiple-Degree curriculum. The extensive lists of course options within each of those sections of Roman Numerals can be reviewed in the SDSU General Catalog. The General Catalog is an excellent reference for you to learn more about your International Business degree and SDSU. The SDSU General Catalog website is the following:

<http://coursecat.sdsu.edu/catalog/>

Course selections are divided into individual semesters of intended enrollment on the Multiple-degree curriculums. Compare your curriculum to your WebPortal Degree Evaluation, and enroll in the appropriate classes in the pre-determined order as closely as possible. Classes outside of the curriculum are not financially covered under the Multiple-Degree international agreements.

Classes that are scheduled on your curriculum to be taken at SDSU must not be taken at your home institution, and vice versa. As always, any changes in your curriculum or Master Plan (to be explained later), in addition to questions concerning SDSU graduation requirements should be communicated to your Multiple-Degree Coordinator at SDSU and your home university coordinator as well.

B. Enrollment Status

1. Full-Time Status

All Multiple-Degree students must be enrolled as full-time (at least 12 SDSU transferable units) while at SDSU. This is an academic regulation that will complicate your immigration status if not followed. Students coming from Tijuana, Mexico, cannot register simultaneously at SDSU and at CETYS or UABC. Semester enrollment ranges between 4-6 three-unit courses.

2. Reduced Course Load

The exception to the full-time enrollment status requirement may be due to a student's last semester of enrollment in the Multiple-Degree program with the remaining course load not totaling 12 units. If this is the case, you may be eligible for a reduced course load and will have to complete an Application for Reduced Course Load from the International Student Center (ISC) website. This documentation will need to be signed by your Multiple-Degree Coordinator at SDSU and submitted to the ISC for approval in order to avoid complications with your visa.

3. Leave of Absence

If you plan on returning to your home university or begin a term at another foreign university (triple-degree students only) you will need to file a new I-20 / DS-2019 / Leave of Absence Form, found on the ISC website. This form needs to be submitted to the ISC after you have obtained written verification from your Multiple-Degree Coordinator and met with an International Student Advisor.

C. Upper-Division Declaration

The International Business major at SDSU is an impacted program. This means, in order to take advanced courses within the IB major, students must first meet strict prerequisites and have the following academic profile:

- ~ Complete with a grade of “C” or higher the following lower-division International Business courses: Accountancy 201 and 202; Economics 101 and 102; Economics 201 or Statistics 119; Finance 240; and Information and Decision Systems 180. These courses cannot be taken for credit/no credit (CR/NC).
- ~ Complete or test out of one language sequence: French 100A, 100B, 201, 210, 220, 221 (22 units); Portuguese 101, 201 (10 units); or Spanish 101, 102, 103, 202, 211, 212 (22 units) or Spanish 281/282 for US Hispanics.
- ~ Complete with a grade of “C” or higher, the regional/cultural studies emphasis from one of the following regions: Latin America: Latin American Studies 101 (recommended); North America: Six units (one pair) selected from Chicana and Chicano Studies 141A-141B, History 109 & 110, or Political Science 101 & 102. These courses cannot be taken for credit/no credit (CR/NC).
- ~ Complete a minimum of 60 transferable semester units.
- ~ Have a cumulative GPA of 2.90 or higher.

These requirements may already be fulfilled upon entrance to SDSU or met shortly after enrolling in an initial semester at SDSU. Nonetheless, it is your responsibility to timely complete the necessary forms (located in the IB Office and on the IB website) to declare upper-division. You will not be able to enroll in upper-division business courses (business courses beginning with 300 codes) if these forms are not submitted to your Multiple-Degree Coordinator. After the forms are reviewed, you will receive a Declaration or Change of Undergraduate Major or Minor form. Your upper-division status is not in place until you deliver the declaration form to the San Diego State University Office of the Registrar.

D. Registration & Registration Holds

The Office of the Registrar will assign you a designated date and time in which you can register via the SDSU Webportal. You will not be able to register before this date and time. If you encounter problems with your registration, confirm on your Webportal that you do not have any “holds” that are inhibiting your selections (such as immunization holds or insurance holds). Other registration problems may result from not having declared upper-division or not taking the English Placement Test (EPT), Entry Level Mathematics Test (ELM) or the Writing Proficiency Assessment (WPA) at the appropriate time. Contact your Multiple-Degree Coordinator if you continue to have difficulty.

1. Crashing Courses

If the classes in which you wish to enroll are full and there are no alternative options, you may have to go to the first day of class and use your negotiation skills to secure an opening and receive an “add code” (a numerical code that will allow you to add the course) from the course instructor to use for registration in the Webportal. This method of gaining enrollment in an already full course is called “crashing” a course, and is very common here at SDSU. If appropriate, your Multiple-Degree Coordinator will provide a letter of support on your behalf which will hopefully provide your case with a little more leverage. Although stressful and frustrating, “crashing” has proved to be very successful for Multiple-Degree students.

2. Schedule Adjustments

Schedule adjustments include: dropping a class, adding a class, adding or reducing units of a class for which the student is already registered, changing a section of the same class, withdrawing from the university, or changing grading options. Students are responsible for initiating action for their own schedule adjustments. Check your schedule in the WebPortal to make sure you are enrolled in the right classes before the schedule adjustment deadlines of the session you are enrolled in.

Beginning with fall 2009, there will be two separate deadlines for adding and dropping classes. The last day to drop classes is now the 10th day of the semester at 6 p.m., and the last day to add is the 12th day of the semester at 6 p.m.

The specific schedule adjustment deadlines for the fall 2010-11 academic year can be found on the published academic calendar:

http://arweb.sdsu.edu/es/catalog/2010_2011/03_AcadCal-general.pdf

Pay particular attention to the established dates to drop/add classes, change grading basis, and ultimate withdraw.

Faculty have the *option to* drop you from their course for non-attendance or lack of required prerequisites. Dropping and adding of classes must be done through your SDSU WebPortal account.

E. Summer Enrollment

As an international Multiple-Degree student, you will NOT be allowed to enroll in summer courses here at San Diego State University unless payments for international student tuition are made directly to SDSU (very expensive). Review the SDSU Cashier's Office website for updated tuition and related fees. Please keep in mind that there are 2 sessions of summer enrollment, which enable students to take up to 4 additional courses (2 courses maximum during each session) from their SDSU curriculum. If this is an option that you would like to explore, it is your responsibility to communicate with your Multiple-Degree Coordinator prior to the time of summer registration. Verification of this intended summer enrollment must also be received from your home university coordinator.

III. Degree Requirements at Your Home Institution

As a Multiple-Degree student you are an International Business student of both San Diego State University and another institution (perhaps a third university, as well). Because of this, you must comply with graduation requirements from all participating institutions. Many of the university requirements are overlapped, or “articulated”, in order for you to obtain your Multiple-Degrees in nearly the same period of time as most students receive their single university degree.

It is important that you seek academic advice concerning your home university degree from your home university Multiple-Degree Coordinator or Academic Coordinator. We are not familiar with the requirements or trained to give you advice on graduation requirements from other universities. Keep in mind there are logistical requirements, including financial obligations, besides simply completing coursework.

IV. Degree Requirements at San Diego State University

A. General Education Requirements

General Education courses (GE's), although perhaps not the most related to International Business in material, are still required by all degree-seeking students at SDSU. Careful progression through the Multiple-Degree curriculums will ensure the completion of all General Education requirements in addition to requirements for the International Business major. While the Office of General Advising & Evaluations is available for your use, keep in mind advisors there may not be familiar with your Multiple-Degree program. Address all GE issues first to your SDSU Multiple-Degree Coordinator.

B. International Business Major Requirements & Master Plan

The International Business major at SDSU has three main areas of study, all of which are indicated on a personalized Master Plan that you will create with your Multiple-Degree Coordinator upon declaring upper-division. This Master Plan will indicate all courses that are required for the IB major at SDSU, and will be an important tool in visualizing how foreign university credit will transfer over to your SDSU IB degree in addition to determining future course selections. Each Multiple-Degree curriculum pre-determines the focus of the subdivisions (Language & Regional/Cultural) within the IB major. The three main areas of study creating the International Business degree at SDSU are as follows:

- ~ Business Core Classes
Consisting of 8 required upper-division courses and 2 elective business courses in one of the areas of your choice: Finance, Management or Marketing.
- ~ Language Courses
Completing up to 4 upper-division language classes in either French, Spanish or Portuguese

~ Regional & Cultural Study Courses

Finishing a minimum of 3 upper-division approved courses pertaining to the areas of Latin America or North America; in addition to IB 498 (a 1-unit course required for catalogs 2005 and above) and the internship course, IB 495.

C. IB 495 Internship Requirement

International Business majors must enroll in the International Business internship course, IB 495. This internship may be completed in the US or abroad (depending on the Multiple-Degree program), but students must enroll in the IB 495 course and attend a mandatory informational meeting one year prior to beginning the internship. The orientations are offered at various times during each semester. It is very common that Multiple-Degree students are required to complete an internship (or several) as part of their home institution's graduation requirements. This same internship completed through your home institution may be able to count as part, or all, of your IB 495 requirement of 150 hours of internship; however, it will have to be approved by the IB Internship Coordinator. Students usually have one year from the time of enrollment in IB 495 to fulfill the internship requirements. Please refer to the contact information provided on the last page of this handbook and the IB website to learn more about the IB 495 course and the IB internship requirement.

D. San Diego State University Residency & Grade Point Requirements

In order to be awarded your degree from SDSU, you must comply with the institutional residency requirements of having a minimum of units executed. This means that you must complete a minimum of 30 units at SDSU, 24 of these units must be from upper-division courses; half of them from the IB major and 9 of them from General Education units (GE's).

Also keep in mind that besides completing all of the indicated course work on your Multiple-Degree curriculum, you must also meet the following requirements concerning your grade point average (GPA):

- ~ You must have an SDSU GPA of 2.0 or higher (on a 4.0 scale) at the time of graduation.
- ~ You must have a cumulative GPA (SDSU and transferable courses) of 2.0 or above (on a 4.0 scale) at the time of graduation.
- ~ You must have a GPA of 2.0 or higher (on a 4.0 scale) in each of the 3 sections of the IB major. This includes all upper-division business courses, language courses and regional/cultural courses attempted in International Business at the time of graduation.

E. Grading at San Diego State University

Faculty members use all grades from "A" to "F" to distinguish among levels of academic accomplishment. The grade for average undergraduate achievement is "C." A plus/minus grading system is utilized at SDSU, and awarded at the discretion of the individual instructor. The grades of "A+," "F+," and "F-" are not issued. The decimal values of plus and/or minus grades are utilized in the calculation of grade point averages as follows:

A = 4.0
A- = 3.7
B+ = 3.3
B = 3.0

B- = 2.7
C+ = 2.3
C = 2.0
C- = 1.7

D+ = 1.3
D = 1.0
D- = 0.7
F = 0

In order to receive your International Business degree from SDSU, you must have passed “(D-” and above) all indicated upper-division IB major courses. Please note that Marketing 370 requires a grade of “C” or better. For guidelines concerning lower-division courses and other upper-division General Education courses, refer to your General Catalog for individual year requirements. Also note that a passing grade (“D-,” for example) at SDSU may not necessarily equate to a passing grade at your home university (such is the case with ITESM in Mexico). This may result in having to retake a course at SDSU, or having to find an additional course at your home university of equivalent nature. When in doubt, refer to your Home University Coordinator for transferable grade equivalencies.

1. Credit/No Credit Enrollment

An undergraduate student may elect to be graded credit/no credit in particular courses, subject to guidelines indicated in the SDSU General Catalog. A grade of “credit” is awarded for work equivalent to all grades which earn 2.0 or more grade points (“A” through “C”). “No credit” is awarded for work equivalent to all grades which earn less than 2.0 grade points (“C-” through “F”). As a general rule, it is advisable that Multiple-Degree seeking students do not choose to enroll in courses under this option. Courses required for the International Business major may not be taken credit/no credit.

2. Course Failure – Repeated Courses

In order to be awarded your foreign and SDSU International Business degree you must receive passing and acceptable (“C” or above in specific courses) grades in all of those which are designated on your curriculum. While failed and unacceptable course grades may be cleared by Course Forgiveness and/or Course Repeat, these options are exhaustible and may also prolong your time, and result in additional tuition expenses, at SDSU. Refer to your General Catalog or the website of the Office of the Registrar for stipulations on repeated courses.

3. Academic Probation

You will be placed on academic probation if your cumulative grade point average in all college work attempted, or all work at SDSU, falls below a 2.0. Your GPA is calculated at the end of each semester after deductions have been made for approved course repeats and after year-old incomplete grades have been posted. Once on probation, you must maintain a term grade point average of 2.0. If you fall below a 2.0 **in any term after going on probation**, you will be disqualified. Please contact your Multiple-Degree Coordinator if you are on academic probation.

4. Academic Disqualification

If, while on probation, your semester grade point average falls below 2.0, you will be disqualified from SDSU. If you have registered for the next semester, you will be removed from your classes. You will no longer be considered a student at SDSU.

F. Petitioning for Graduation & Commencement

To apply for graduation, complete a Graduation Application form for the term you anticipate to have completed all degree requirements (including completion of IB 495), and have all official transcripts submitted to SDSU. Graduation periods are December, May and August. Please pay particular attention to the deadlines to file for graduation. In order to graduate within the time frame stated on your curriculum and Master Plan you will need to petition for graduation at least 4 months prior to the actual graduation date. Application forms are available for download (website of the Office of Advising & Evaluation) or can be accessed through your SDSU WebPortal. After you have submitted your application and the \$55 filing fee, a degree evaluation will be prepared and mailed to you in approximately eight weeks. This evaluation will list all requirements you must complete prior to graduation. You should compare this official evaluation to your current enrollment and Multiple-Degree curriculum to verify degree(s) completion.

The traditional ceremony of graduation at SDSU, or “walking,” as it is commonly referred to by students, is open for your participation upon completion of your Multiple-Degree requirements. It is important that you are aware that, although you can petition for graduation at multiple times throughout the year, the official commencement ceremony is only held once a year, in May. The website for the SDSU Office of Advising & Evaluations contains valuable information regarding the graduation and petitioning process.

While completing the graduation application keep in mind your “major/emphasis” is “International Business” (no minors, 2nd majors or teaching credentials) and your “Degree Objective” is “B.A. Liberal”. Additional questions concerning graduation may be directed to your Multiple-Degree Coordinator, or the International Business Graduation Specialist in the Office of Advising & Evaluations.

G. Optional Practical Training (OPT)

Many international students are interested in obtaining working experience in their field of study before returning to their home country. The F-1 regulations allow Multiple-Degree students the opportunity to obtain work experience in their field by providing an employment authorization option known as *practical training*. Practical training refers to any type of salaried employment, paid internship, or practicum, which is related to an F-1 student’s field of study. Unpaid volunteer work is not considered practical training, and does not require work authorization.

More information concerning the OPT can be found on the International Student Center website. To apply for Optional Practical Training you must attend an OPT Application Meeting at the ISC and apply accordingly during the last semester of your Multiple-Degree Program enrollment (regardless of your last semester location). If you do not proceed with OPT processing in this appropriate timeframe, your OPT application may not be accepted.

V. Future Steps

A. What is Next?

After you have been accepted to SDSU and have submitted all of the supplemental admission documents, most likely the next opportunity we will have to meet will be at the *mandatory International Student Center Orientation*. At the orientation, you will briefly meet your Multiple-Degree Coordinator and will be invited to attend the *International Business (IB) advising meet, "IB 101"*. This session will be different from the ISC Orientation, because it will be focused on the SDSU International Business major and will be academically-specific to your Multiple-Degree program. After this, you will follow-up shortly after with an individually scheduled one-on-one appointment with your Multiple-Degree Coordinator. This meeting, in addition to being required, will be the best opportunity to ask questions and discuss your personal academic goals and plans with the Multiple-Degree program. Progression on your curriculum will be verified, and you may create your own Master Plan (or academic map). Once your Master Plan is completed, you will want to touch base with your Multiple-Degree Coordinator from time to time, to confirm progression on your curriculum, and to address any questions, curriculum changes or concerns you may have about the program.

Throughout the duration of your studies in the Multiple-Degree program, it is very important that you review your email regularly. Most communication from the IB Office and your Multiple-Degree Coordinator will be posted by email, and occasionally by telephone. Please provide your Multiple-Degree Coordinator with an updated email address and a local (or cell phone) number so that they may reach you with important notifications.

B. Meeting with your Multiple-Degree Coordinator

Due to the large number of students enrolled and complexities of student issues, walk-in appointments are not typically available. It is the International Business Office policy to only schedule individual student appointments in advance. Please plan ahead regarding your academic, study abroad and immigration needs and contact the main office line directly to schedule a meeting with your Multiple-Degree Coordinator.

C. Discontinuing the Program

Inform your SDSU Multiple-Degree Coordinator immediately of any intention of discontinuing the Multiple-Degree curriculum or program and returning to your home institution. Additionally, it is your responsibility to notify your home institution and coordinator of your decision.

D. Disclaimer of Information

The information provided in this handbook was drawn from the requirements and guidelines of the 2007-2008 San Diego State University General Catalog. It is important to refer to the General Catalog of your assigned general education and major catalog year for the most accurate requirements surrounding your individual International Business degree and official requirements for San Diego State University.

VI. SDSU Contact Information & Important Websites

International Business Office: <http://www.sdsu.edu/ib>

Mr. Wes Hansen

Study Abroad & Multiple-Degree Coordinator

International Business Program

College of Arts & Letters 208

whansen@mail.sdsu.edu

Appointments: 619-594-4505

Telephone: 619-594-1682

Skype: sdsu_ib_wes

Fax: 619-594-7738

SDSU Academic Calendar:

http://arweb.sdsu.edu/es/catalog/2010_2011/03_AcadCal-general.pdf

SDSU Online Directory:

<http://phonebook.sdsu.edu/>

Campus Department Contacts:

Office of Advising & Evaluations: <http://arweb.sdsu.edu/es/advising/>

Heather Tylock - Graduation Specialist

htylock@mail.sdsu.edu

International Student Center: <http://www.sdsu.edu/isc>

International Student/Immigration Advisors

ISC.Reception@sdsu.edu

Telephone: 619-594-1982

Office of Student Testing, Assessment & Research: <http://www.sa.sdsu.edu/testofc/index.html>

Test Administrators

white12@mail.sdsu.edu

Telephone: 619-594-5216

Student Financial Services (Cashier's Office): <http://bfa.sdsu.edu/fm/co/sfs/>

Mimi McLaughlin

mmclaug@mail.sdsu.edu

Telephone: 619-594-1546

International Business Internship Office: <http://ibintern.sdsu.edu/>

Dr. Renatte Adler

ibintern@rohan.sdsu.edu

Telephone: 619-594-3011