



Stony Brook
University



Graduate Degree Programs

- MBA with concentration options (see next slide)
- MBA in Finance
- MBA in Marketing
- MBA in Health Care Management
- *MBA in Accounting
- *MS in Accounting
- MS in Finance

* The MBA and MS in Accounting require a specific set of prerequisites to be considered for admission to these programs

If you would like to switch your program, please contact
CoBadvising@stonybrook.edu



MBA Concentrations

MBA students that are not MBA in Finance, MBA in Accounting, MBA in Marketing or MBA in Health Care Management must select a concentration. The concentration will be completed by taking 12 elective credits in your chosen concentration. Options include:

- Management
- Operations Management
- Human Resources
- Innovation



Effective Fall 2018: MBA 543 Business Analytics will replace MBA 501 Managerial Economics as a required course

Students that entered the program prior to Fall 2018 will complete MBA 501



If you are in the MBA with Concentrations:

- To declare the HR concentration, please email CoBadvising@stonybrook.edu
- At this time there is not a formal process for declaring the other concentrations
- After applying for graduation we will review your course history and confirm your concentration with you



- **Credit Tracks**
 - 36 credit “Advanced Business Track” – for students who have an awarded Bachelor’s degree in business
 - 48 credit track – for students with a Bachelor’s degree in any other area



- Your Stony Brook email is your primary email account
 - Please make sure that you check your SBU email daily or set up forwarding to your most used account
- All university communication will be sent to your SBU address
- Sign in at: stonybrook.edu/mycloud
 - use your net id & password to access your account



The main email address we will be using to communicate with you is:

CoBadvising@stonybrook.edu

Please make sure this is marked as a “safe” email address

The emails we send from this account will contain important information pertaining to your academic career



SOLAR is used for almost every transaction on campus

- Enrolling in courses
- Tuition payment
- Important messages from the University
- Parking tickets
- Etc
 - Any SOLAR notifications will be sent to your SBU email – make sure you check this account daily

You can view demos here:

<https://it.stonybrook.edu/services/solar/solar-for-students>



Before enrolling in classes, make sure there are no holds on your account

The screenshot displays the SOLAR SYSTEM interface. At the top, there is a navigation bar with 'SOLAR SYSTEM' and 'Favorites | Main Menu'. The main content area is divided into several sections:

- Action Center:** Contains a 'Holds' section with a table listing 'Parking Fines' for 30.00. Below the table, it states 'Currency used is US Dollar.' and has a 'view details' link. A red circle highlights the 'Holds' section header, and a red arrow points to it from the left.
- To Do List:** Shows 'No To Do's.'
- Message Center:** Includes buttons for 'new message(s)' and 'read message(s)', and a 'New Messages' section with a 'Course Material Requisition Reminder'.
- Home Page:** Lists various services and links such as 'Security and Personal Data', 'SB Alert Emergency Information', 'Elections', 'Student Records & Registration', 'Campus Financial Services', and 'Campus Housing'.

Please note that the College of Business does not place holds on your account; only the department that placed the hold can remove it



Common Negative Holds

- **Bursar – Balance Due Hold**
- **Financial Responsibility Hold**
- **Health Insurance Waiver**
- **Health Services Grace Period**
- **Parking Tickets**
- **Graduation Time Limit** – This is a non-impacting hold until you reach your time limit (3 years for full time students, 5 years for part time students)

Positive Service Indicators may appear in the same holds field

i.e.. Financial responsibility accepted, conduct code in compliance, health requirements met



- Registration for Winter and Spring courses begins in early November
- Registration for Summer & Fall courses begins in mid-April
- Each student has a unique enrollment appointment
 - you will be able to view this on SOLAR about 2 weeks before registration begins
- It is important to register early to avoid being closed out of a class



When searching for courses on SOLAR, use the following course codes:

MBA – core courses & management electives

ACC – Accounting courses

FIN – Finance electives

MKT – Marketing electives

HRM – Human Resources electives

HAS – Health Care electives



- The College of Business offers online HR courses in conjunction with The School of Professional Development's Master's in HR program
- Seats are reserved for MBA students with a declared HR concentration and MA HRM students
 - After the MAHRM students register, any remaining seats will be available for MBA students to register one week prior to the start of the semester



We offer a variety of scheduling options with daytime, evening, online, and Saturday courses

The schedule is created based on instructor & space availability as well as demand for the course

The MBA program cannot be completed by only attending Saturday classes or online

- Students who take online courses must make sure that they complete less than 50% of their program online



- Independent Study (595) & Internship (599) require instructor permission to register
- MBA 595 – if you have an idea for a research based project, you can contact a full time faculty member in that area of study to see if they would be willing to work with you
- MBA 599 – you can ask any full time faculty member in your area of concentration if they will be your sponsor – there is an internship application form to complete on the CoB website (this is a 0-1 credit course)
- *Internships are not required but are strongly encouraged. International students are required to have CPT approval.

Once you receive instructor approval you should contact
CoBadvising@stonybrook.edu



- The maximum number of credits you can register for each Fall and Spring semester is **18** (18 credits in a semester is not recommended)
- 12 - 15 credits a semester are recommended for full time and a maximum of 6 credits are recommended for part time students.
- **Winter – 3 credits**
- **Summer I – 9 credits (recommend 6 max)**
- **Summer II – 9 credits (recommend 6 max)**



- The majority of instructors use Blackboard as part of their instruction
(blackboard.stonybrook.edu)
- BB is used for submission of assignments, grading, reading assignments etc.
 - Log in using your netid & password
- Make sure you check BB for announcements regarding your classes or other university events, including class cancellation



Stony Brook University

Dates & Deadlines



- Every semester the Registrar's Office updates the academic calendar
- Please refer to this calendar for any questions regarding deadlines, class start dates, end dates and finals

www.stonybrook.edu/registrar



- If you are not registered for at least one course by the first day of registration, you will incur a late registration fee
- There is an add/drop period for about 2 weeks after the start of the Fall and Spring semesters where you can alter your schedule
 - Any changes after this date would require a petition

Check the academic calendar for these dates



- **Final Exams are scheduled by the Registrar's Office**
- Final exams are NOT scheduled for a regular class meeting time
- Please refer to your syllabus and the Registrar's website to determine the date and time for each of your exams
- You should not make any travel arrangements until you find out your final exam schedule, which will be available at the beginning of the semester.



Stony Brook University

Graduate School Policies & Procedures



- MBA/MS programs are part of the Stony Brook Graduate School; we adhere to all Grad School policies & procedures
- New students must view the online Grad School orientation – these videos are available to view at your convenience



- The Graduate Bulletin is available on the Graduate School's website
- It is each student's responsibility to adhere to the policies and procedures outlined in the bulletin
- It is important to review and have an understanding of the academic regulations

The screenshot shows the Stony Brook University Graduate Bulletin website. The top navigation bar includes links for HOME (FALL 2012), ADMISSIONS, ACADEMIC REGULATIONS (which is highlighted), DEGREES, and PROGRAMS. The main content area is titled "Academic Regulations" and contains a list of sub-sections:

- **Overview**
 - Organization of Graduate Education at Stony Brook
 - The Graduate Council
 - The Department/Program
 - Graduate Program Directors
- **Registration Requirements**
 - Registration
 - Course and Credit Enrollment
 - Course Changes
 - Graduates in Undergraduate courses
 - Undergraduates in Graduate courses
- **Graduate Financial Support**
 - Graduate Tuition Scholarship Eligibility
- **Leaves and Withdrawals**
 - Leave of Absence
 - Withdrawal from the University
 - Unauthorized Withdrawal
- **Grading Policies**
 - Grading System
 - I (Incomplete)
 - S/U (Satisfactory/Unsatisfactory)

A sidebar on the left lists other sections of the bulletin: Overview, Registration Requirements, Graduate Financial Support, Leaves and Withdrawals, Grading Policies, Education Opportunities, Evaluation, Advancement and Degree Candidacy, Probation, Conduct and Grievances, and Transcripts and Records.

<http://grad.stonybrook.edu/academics/>



- If you are a full time student and unable to enroll in courses for either a Fall or Spring semester, you must take a leave of absence and submit the proper form
 - Failure to do this will result in a \$500 readmission fee if you wish to resume classes
- Part time students (6 credits or less a semester) do not have to request a leave of absence unless you will be unable to take classes for more than 2 semesters. Please contact your advisor if you plan on not enrolling
- When you are ready to return you complete a readmission form

<http://grad.stonybrook.edu/academics/Forms.php>



- Graduate students are expected to attend all classes they are registered for
- You cannot leave the program in the middle of the semester without taking an official leave of absence which will include withdrawing from all courses currently in progress
- If you have to miss classes due to a medical emergency, please contact your instructors and the Dean of Students Office



Withdrawals

After Add/Drop, a W will appear on your record (A W does not affect your GPA)

Retroactive withdrawals will not be approved after the last day of classes



- **G1 – have taken 0 – 24 graduate credits**
 - considered full-time when registered for 12 credits
- **G2 – 25+ graduate credits**
 - considered full-time when registered for 9 credits
- **Students on an F1 Visa must be registered full time or contact Visa and Immigration Services for more information**



- The graduate passing grading scale is A through C-
- Grades are determined at the discretion of the instructor
 - Each syllabus will contain a grading scale for the course
- If there is a grading discrepancy due to an error in grade calculation you must speak with your instructor. Administrators do not have the authority to change grades or make grading recommendations.



Stony Brook University

Miscellaneous Questions



Advising:

For all advising and enrollment related questions, please email:
CoBadvising@stonybrook.edu

Please make sure to include your SBU ID number in all correspondence



Students on an F-1 Visa

AccessVIS is the online portal you will use for immigration related requests

- Part-time enrollment, OPT, CPT, etc.

CoB can issue Letters of Good Standing



Where can I buy books?

- Your list of required textbooks is available on SOLAR; if they are not posted on SOLAR, they will be available on the course syllabi
 - On SOLAR go to Class Schedule and “View Text Book Summary”

The bookstore is located in the Library on the lower level

- If you choose to order from some place other than the bookstore, make sure you order the correct edition of the text



How do I log into email & BlackBoard?

- Your Net ID and password is used for both accounts
 - You can find and manage your Net ID through SOLAR
- Your SBU email account is your primary account for all University communication
 - Login at www.stonybrook.edu/mycloud
- You can access BB at the following address – blackboard.stonybrook.edu



Where do I get my student ID card?

- Available at the ID card office, which is located in the Administration Building Rm 254
 - M, W, Th, F hours – 8:30am – 4:00pm
 - Tues hours – 10:00am – 4:30pm
 - When classes are not in session, please contact the office for hours: (631) 632-2737
- In addition to identification, ID cards are used for meal plans, checking out library books, utilizing the gym, etc.



Where do I park?

- You can apply for parking permits online
 - www.stonybrook.edu/parking

Make sure you only park in your designated area

- Commuter or Resident
- South P lot has bus service throughout campus
- After 4pm M – F you can park in faculty lots, as long as they are not listed as 24 hour faculty
- Metered lots are free after 7pm and all day on Saturday & Sunday



How do I pay my tuition?

- Tuition bills are generated through the Bursar's Office after you register for classes
 - This may take a few weeks
- You can pay tuition on SOLAR with a credit or debit card
 - Contact the Bursar's Office for other payment options
- Full time students pay one tuition price
- Part time students pay per credit
 - Please note, after completion of your 24th credit, you are considered a full time student at 9 credits



Graduate Bulletin

<http://sb.cc.stonybrook.edu/gradbulletin/current/>

Graduate School Forms and Publications

<http://grad.stonybrook.edu/academics/Forms.php>

MBA/MS Frequently Asked Questions

www.stonybrook.edu/business/students/graduate.php

Dean of Students

<http://studentaffairs.stonybrook.edu/dos/>

Career Center

<http://career.stonybrook.edu/>



Things to do before you start your MBA program:

- Brush up on algebra and statistics
- Review APA citation
- Practice entering data, formulas and creating graphs in Excel
- Update your resume to reflect graduate education in progress
- Visit the Career Center website (career.stonybrook.edu) and set up an account on Handshake
- Follow us on Social Media to stay up to date on COB events and news
 - [facebook.com/sbucob](https://www.facebook.com/sbucob)
 - [instagram.com/sbucollegeofbusiness](https://www.instagram.com/sbucollegeofbusiness)
 - twitter.com/sbucob



- All members of the CoB are expected to treat each other with respect and refrain from all form of intimidation or harassment.
- Give professional courtesy to instructors and staff, as well as peers. This includes coming to class prepared and on-time.
- Many of the classes require group work. You are expected to handle any conflicts that arise in a mature and professional manner. You are expected to try to resolve any conflicts within the group before involving the instructor.
- Respect diversity of ideas and people
- Students must adhere to policies and deadlines set by the university, CoB, and instructors
- We must have a FERPA waiver on file to speak to a third party or family member but please remember that your education is your responsibility, you should try to resolve issues or ask questions for yourselves.



Stony Brook University Resources Available To You:

Google Apps

Google Apps for Education is the primary email system for everyone at Stony Brook University except Hospital employees and members of the School of Medicine and School of Dental Medicine. Stony Brook's Google Apps suite of products includes Mail, Calendar, Drive, Contacts, Sites, Groups, Hangouts and a host of other applications to enhance communication and real-time collaboration across campus.

Microsoft Office

Microsoft office is available to matriculated students at **NO**

COST: <https://it.stonybrook.edu/software/title/microsoft-office>

Virtual SINC site & Software Programs

Virtual SINC site allows you to access site-licensed academic software titles from your personal computer on or off campus. <https://it.stonybrook.edu/services/virtual-sinc-site>

Software programs are available at no cost or a reduced cost for matriculated students.

<http://it.stonybrook.edu/services/catalog/category/software>



Stony Brook University Resources Available To You:

Library Resources

As an SBU student you will have full access to the University library which includes digital resources. They also offer a variety of workshops for students.

<http://library.stonybrook.edu/research/library-instruction/>

Career Center

The Career Center is located in WO550 Frank Melville Jr. Memorial Library. Throughout the year they will be hosting networking events, job fairs, resume reviews, mock interviews, etc. You can view available on and off campus jobs and internships on Handshake. Make sure to register for Handshake and upload your resume! Students can also access GradConnection, a free job search platform to help students find jobs and internships in the Asian Pacific region.

Be sure to update your resume first to indicate reflect graduate education in progress.

<http://career.stonybrook.edu/>



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