



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



If you are in the MBA with Concentrations:

- At this time there is no formal way to declare a concentration
- 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



Course requirements for 36 Credit track MBA in Accounting

Required Core MBA Courses	
___ MBA 501 Management Economics	___ MBA 511 Technological Innovations
___ MBA 503 Data Analysis & Decision Making	___ MBA 512 Bus Planning & Strat Mgt
___ MBA 506 Leadership & Team Effectiveness	___ MBA 522 Industry Project
___ MBA 507 Ethics in Management	
21 credits	

Required Accounting Courses	
___ ACC 562 Accounting Information Systems	___ ACC 596 Financial Accounting Theory
___ ACC 590 Advanced Auditing & Assurance	___ ACC 597 Advanced Accounting*
12 credits	

Students in the 36 credit track Accounting MBA must take an additional 500 level MBA program elective course to complete their degree requirements. We recommend choosing one of the following elective courses:

Elective Accounting Courses	
___ ACC 542 Accounting for Sm Bus Entrepreneur	___ ACC 594 Government & Non-Profit Acc
___ ACC 580 Accounting Capstone	___ ACC 598 Forensic Accounting
3 credits	

Course requirements for 36 Credit track MBA in Finance

Required Core & Capstone Courses	
<ul style="list-style-type: none"> _____ MBA 501 Management Economics _____ MBA 503 Data Analysis & Decision Making _____ MBA 506 Leadership & Team Effectiveness _____ MBA 511 Technological Innovations _____ MBA 507 Ethics in Management 	<p style="text-align: center;">Capstone Courses</p> <p style="text-align: center;">Prereqs: MBA 501, 503, 506, 511</p> <ul style="list-style-type: none"> _____ MBA 512 Bus Planning & Strat Mgt _____ MBA 522 Industry Project

You are required to complete **FIVE** 500-level MBA program electives. **FOUR** electives must be FIN electives from the list below.

Finance Elective Courses	
<ul style="list-style-type: none"> _____ FIN 524 Asset Pricing _____ FIN 525 Portfolio Management _____ FIN 526 Experimental Finance _____ FIN 527 Financial Econometrics (FIN 524) _____ FIN 528 Risk Models in Practice of Fin (503) _____ FIN 529 Adv Fixed Income Analysis (FIN 524, 547) _____ FIN 536 Financial Mgt _____ FIN 539 Investment Analysis _____ FIN 540 Prob & Stats for Finance _____ FIN 541 Bank Management 	<ul style="list-style-type: none"> _____ FIN 545 Capital Markets _____ FIN 547 Fixed Income Analysis _____ FIN 549 Risk Management _____ FIN 551 Cases in Finance _____ FIN 552 Mergers & Acquisitions _____ FIN 559 Computational Finance _____ FIN 562 Data Analysis for Finance _____ FIN 576 Real Estate Finance _____ FIN 578 Behavioral Finance _____ FIN 579 Advanced Investments

Prerequisites listed in parenthesis

*elective course options subject to change



Course requirements for 36 Credit track MBA in Health Care Management

Required Core & Capstone Courses	
_____ MBA 501 Management Economics	Capstone Courses
_____ MBA 503 Data Analysis & Decision Making	Prereqs: MBA 501, 503, 506, 511
_____ MBA 506 Leadership & Team Effectiveness	_____ MBA 512 Bus Planning & Strat Mgt
_____ MBA 511 Technological Innovations	_____ MBA 522 Industry Project
_____ MBA 507 Ethics & Management	

You are required to complete five 500-level MBA program electives. Four must be HAS electives from the list below.

Health Care Management Electives

Please contact Noelle.Kabanakis@stonybrook.edu for permission to register for these courses

- _____ HAS 534 - Fundamentals of Health Care Management
- _____ HAS 535 - Essentials of Health Care Financing
- _____ HAS 536 - Health Law
- _____ HAS 538 - Health Economics and Public Policy
- _____ HAS 541 - Strategic Management in Health Care
- _____ HAS 542 - The Political Setting of Public Health Policy and Management
- _____ HAS 543 - Health Care Planning and Policy
- _____ HAS 544 - Principles of Managed Care
- _____ HAS 545 - Ethics and Health Care
- _____ HAS 547 - Proposal and Grant Writing for the Health Professions
- _____ HAS 554 - Marketing in Health Services
- _____ HAS 557 - Planning and Evaluating Health Programs
- _____ HAS 570 - Business Aspect of Managed Care
- _____ HAS 576 - Workplace 2020

Additional HAS elective options may be available, please contact CoBadvising@stonybrook.edu if there is a class you would like to take that is not currently listed



Course requirements for 36 Credit track MBA in Marketing

Required Core & Capstone Courses	
___ MBA 501 Management Economics	Capstone Courses
___ MBA 503 Data Analysis & Decision Making	Prereqs: MBA 501, 503, 506, 511
___ MBA 506 Leadership & Team Effectiveness	___ MBA 512 Bus Planning & Strat Mgt
___ MBA 511 Technological Innovations	___ MBA 522 Industry Project
___ MBA 507 Ethics in Management	
Required Marketing Courses	
___ MKT 565 Marketing Research	___ MKT 567 Marketing Strategy (prereq MKT 565)

You are required to complete three 500-level MBA program electives. Two must be MKT electives from the list below.

Marketing Electives
___ MKT 516 Strategic Brand Management
___ MKT 518 Sales Management
___ MKT 519 Social Media Marketing Strategy
___ MKT 535 New Product Marketing
___ MKT 555 Consumer Behavior
___ MKT 580 Advertising & Promotion



Course requirements for 36 Credit track MBA with concentration options in HR, Innovation, Management or Management Operations

Required Core & Capstone Classes		
___ MBA 501 Management Economics	___ MBA 507 Ethics in Management	Capstone Courses
___ MBA 503 Data Analysis & Decision Making	___ MBA 511 Technological Innovations	Prereqs: MBA 501, 503, 506, 511
___ MBA 506 Leadership & Team Effectiveness		___ MBA 512 Bus Planning & Strat Mgt
		___ MBA 522 Industry Project

You are required to take 5 500-level MBA program elective courses. Four of these courses must be in either Innovation, Management, HR, or Management Operations below to earn that concentration.

For Management students - you can also take classes that have (M) at the end of the description

Innovation

- ___ BUS 554 Lean Launch Pad
- ___ BUS 567 Intellectual Property Strategy (M)
- ___ FIN 552 Mergers & Acquisitions (M)
- ___ MBA 509 Cont. Quality Improvement (M)
- ___ MBA 530 Emp Dispute Resolution & Conflict Mgt (M)
- ___ MBA 540 Data Mining (M)
- ___ MBA 538 Org. Change & Devel. (M)
- ___ MBA 570 Entrepreneurship (M)
- ___ MBA 571 Social Entrepreneurship (M)
- ___ MBA 574 Project Management
- ___ MKT 535 New Product Marketing (M)
- ___ MKT 565 Marketing Research
- ___ MKT 567 Marketing Strategy (prereq MKT 565)

Management

- ___ MBA 515 Managing in a Global Economy
- ___ MBA 517 Info Sys for Managers
- ___ MBA 543 Management Science
- ___ MBA 560 Design & Analysis of Mgt (517)
- ___ MBA 566 Business Law
- ___ MBA 574 Project Management
- ___ MBA 588 Database Management
- ___ BUS 520 Law & Foreign Policy in Int'l Bus
- ___ BUS 554 Lean Launch Pad
- ___ FIN 536 Financial Mgt
- ___ FIN 549 Risk Management
- ___ FIN 552 Mergers & Acquisitions
- ___ FIN 541 Bank Management
- ___ MKT 516 Strategic Brand Management
- ___ MKT 518 Sales Management
- ___ MKT 535 New Product Marketing
- ___ MKT 555 Consumer Behavior
- ___ MKT 575 Business Marketing
- ___ MKT 564 Info Sys. For Mktg

Human Resources

Prerequisites in bold

- ___ HRM 532 Foundations of HR
- ___ HRM 533 Employee Relations & Labor Management (M)
- ___ HRM 537 Employee Learning & Professional/Career Devel
- ___ HRM 538 Org Development & Change Mgt (**HRM 532**) (M)
- ___ HRM 541 Human Relations and Workforce Planning
- ___ HRM 545 Employment Law and Policy (**HRM 533**)
- ___ HRM 546 Job Eval, Comp Systems, & Benefits (**HRM 532**)
- ___ HRM 547 Performance Mgt in Organizations (M)
- ___ HRM 548 Diversity and Global Issues in the Workplace (HRM 532 or 541)
- ___ MBA 530 Emp Dispute Resolution & Conflict Mgt

Operations Management

Required Concentration course

- ___ **MBA 543 Management Science**

Electives (choose 3)

- ___ MBA 509 Cont. Quality Improvement (M)
- ___ MBA 517 Info Sys for Managers
- ___ MBA 540 Data Mining (M)
- ___ MBA 574 Project Management
- ___ MBA 587 Decision Support Systems
- ___ MBA 595 Independent Research (Requires instructor permission)



48 Credit MBA in Accounting

Required Core MBA Courses	
___ MBA 501 Management Economics	___ MBA 507 Ethics in Management
___ MBA 502 Finance	___ MBA 589 Operations Management (Prereq MBA 503)
___ MBA 503 Data Analysis & Decision Making	___ MBA 592 Organizational Behavior
___ MBA 505 Marketing	
___ MBA 506 Leadership & Team Effectiveness	
___ MBA 511 Technological Innovations	

Capstone Courses

___ MBA 512 Bus Planning & Strat Mgt
___ MBA 522 Industry Project

33 credits

Required Accounting Courses	
___ ACC 542 Accounting for Sm Bus Entrepreneur	___ ACC 596 Financial Accounting Theory
___ ACC 562 Accounting Information Systems	___ ACC 597 Advanced Accounting*
___ ACC 590 Advanced Auditing & Assurance	

15 credits



48 Credit MBA in Finance

Required Core & Capstone Courses	
___ MBA 501 Management Economics	___ MBA 511 Technological Innovations
___ MBA 502 Finance	___ MBA 589 Operations Management (Prereq MBA 503)
___ MBA 503 Data Analysis & Decision Making	___ MBA 592 Organizational Behavior
___ MBA 504 Financial Accounting	Capstone Courses
___ MBA 505 Marketing	Prereqs: MBA 501, 502, 503, 504, 505, 506, 511, 589
___ MBA 506 Leadership & Team Effectiveness	___ MBA 512 Bus Planning & Strat Mgt
___ MBA 507 Ethics in Management	___ MBA 522 Industry Project

You are required to complete 4 finance electives. Please choose any 4 electives from the list below.

Finance Elective Courses	
Pre-requisites MBA 502 & 504	
___ FIN 523 High-Frequency Finance	___ FIN 545 Capital Markets (only 502)
___ FIN 524 Asset Pricing	___ FIN 547 Fixed Income Analysis
___ FIN 525 Portfolio Management	___ FIN 549 Risk Management (M)
___ FIN 526 Experimental Finance	___ FIN 551 Cases in Finance
___ FIN 527 Financial Econometrics (FIN 524)	___ FIN 552 Mergers & Acquisitions (M)
___ FIN 528 Risk Models in Practice of Fin (503)	___ FIN 559 Computational Finance
___ FIN 529 Adv Fixed Income Analysis (FIN 524, 547)	___ FIN 562 Data Analysis for Finance
___ FIN 536 Financial Mgt (M)	___ FIN 576 Real Estate Finance
___ FIN 539 Investment Analysis (only 502)	___ FIN 578 Behavioral Finance
___ FIN 540 Prob & Stats for Finance	___ FIN 579 Advanced Investments
___ FIN 541 Bank Management (M)	

*elective course options subject to change



48 Credit MBA in Health Care Management

Required Core & Capstone Courses	
_____ MBA 501 Management Economics	_____ MBA 507 Ethics in Management
_____ MBA 502 Finance	_____ MBA 589 Operations Management (Prereq MBA 503)
_____ MBA 503 Data Analysis & Decision Making	_____ MBA 592 Organizational Behavior
_____ MBA 504 Financial Accounting	Capstone Courses
_____ MBA 505 Marketing	Prereqs: MBA 501, 502, 503, 504, 505, 506, 511, 589
_____ MBA 506 Leadership & Team Effectiveness	_____ MBA 512 Bus Planning & Strat Mgt
_____ MBA 511 Technological Innovations	_____ MBA 522 Industry Project

You are required to complete 4 Health Care Management electives.

Health Care Management Electives

Please contact Noelle.Kabanakis@stonybrook.edu for permission to register for these courses

- _____ HAS 534 - Fundamentals of Health Care Management
- _____ HAS 535 - Essentials of Health Care Financing
- _____ HAS 536 - Health Law
- _____ HAS 538 - Health Economics and Public Policy
- _____ HAS 541 - Strategic Management in Health Care
- _____ HAS 542 - The Political Setting of Public Health Policy and Management
- _____ HAS 543 - Health Care Planning and Policy
- _____ HAS 544 - Principles of Managed Care
- _____ HAS 545 - Ethics and Health Care
- _____ HAS 554 - Marketing and Health Care
- _____ HAS 557 - Planning and Evaluating Health Programs
- _____ HAS 570 - Business Aspect of Managed Care

Additional HAS elective options may be available, please contact CoBadvising@stonybrook.edu if there is a class you would like to take that is not currently listed



48 Credit MBA in Marketing

Required Core & Capstone Courses	
<input type="checkbox"/> MBA 501 Management Economics	<input type="checkbox"/> MBA 507 Ethics in Management
<input type="checkbox"/> MBA 502 Finance	<input type="checkbox"/> MBA 589 Operations Management (Prereq MBA 503)
<input type="checkbox"/> MBA 503 Data Analysis & Decision Making	<input type="checkbox"/> MBA 592 Organizational Behavior
<input type="checkbox"/> MBA 504 Financial Accounting	Capstone Courses
<input type="checkbox"/> MBA 505 Marketing	<input type="checkbox"/> MBA 512 Bus Planning & Strat Mgt
<input type="checkbox"/> MBA 506 Leadership & Team Effectiveness	<input type="checkbox"/> MBA 522 Industry Project
<input type="checkbox"/> MBA 511 Technological Innovations	
Required Marketing Courses	
<input type="checkbox"/> MKT 565 Marketing Research (prereq MBA 505)	<input type="checkbox"/> MKT 567 Marketing Strategy (prereq MKT 565)

You are required to complete 2 Marketing electives. Please choose 2 electives from the list below.

Marketing Electives
Prerequisite MBA 505
<input type="checkbox"/> MKT 516 Strategic Brand Management
<input type="checkbox"/> MKT 518 Sales Management
<input type="checkbox"/> MKT 519 Social Media Marketing Strategy
<input type="checkbox"/> MKT 535 New Product Marketing
<input type="checkbox"/> MKT 555 Consumer Behavior
<input type="checkbox"/> MKT 580 Advertising & Promotion



Course requirements for 36 Credit track MBA with concentration options in HR, Innovation, Management or Management Operations

- | | |
|--|---|
| <ul style="list-style-type: none"> ___ MBA 501 Managerial Economics ___ MBA 502 Finance ___ MBA 503 Data Analysis & Decision Making ___ MBA 504 Financial Accounting ___ MBA 505 Marketing ___ MBA 506 Leadership/Team Effec/Com | <ul style="list-style-type: none"> ___ MBA 507 Ethics in Management ___ MBA 511 Tech. Innovations ___ MBA 589 Oper Mgt (Prereq MBA 503) ___ MBA 592 Org. Behavior <p style="text-align: center;">Capstone Courses</p> <ul style="list-style-type: none"> ___ MBA 512 Bus Planning & Strategic Mgt ___ MBA 522 Industry Project |
|--|---|

You are required to take 4 elective courses in either Innovation, Management, HR, or Management Operations below to earn that concentration.

For Management students - you can also take classes that have (M) at the end of the description

Innovation

- ___ BUS 554 Lean Launch Pad
- ___ BUS 567 Intellectual Property Strategy (M)
- ___ FIN 552 Mergers & Acquisitions (M)
- ___ MBA 509 Cont. Quality Improvement (M)
- ___ MBA 538 Org. Change & Devel. (M)
- ___ MBA 540 Data Mining (M)
- ___ MBA 570 Entrepreneurship (M)
- ___ MBA 571 Social Entrepreneurship (M)
- ___ MBA 574 Project Management
- ___ MKT 535 New Product Marketing (M)
- ___ MKT 565 Marketing Research
- ___ MKT 567 Marketing Strategy

Management

- ___ MBA 515 Managing in a Global Economy
- ___ MBA 517 Info Sys for Managers
- ___ MBA 543 Management Science
- ___ MBA 560 Design & Analysis of Mgt (517)
- ___ MBA 566 Business Law
- ___ MBA 574 Project Management
- ___ MBA 588 Database Management
- ___ BUS 520 Law & Foreign Policy in Int'l Bus
- ___ BUS 554 Lean Launch Pad
- ___ FIN 536 Financial Mgt
- ___ FIN 549 Risk Management
- ___ FIN 552 Mergers & Acquisitions
- ___ FIN 541 Bank Management
- ___ MKT 516 Strategic Brand Management
- ___ MKT 518 Sales Management
- ___ MKT 535 New Product Marketing
- ___ MKT 555 Consumer Behavior
- ___ MKT 575 Business Marketing
- ___ MKT 564 Info Sys. For Mktng

Human Resources

Prerequisites in bold

- ___ HRM 532 Foundations of HR
- ___ HRM 533 Employee Relations & Labor Management (M)
- ___ HRM 537 Employee Learning & Professional/Career Devel
- ___ HRM 538 Org Development & Change Mgt (**HRM 532**) (M)
- ___ HRM 541 Human Relations and Workforce Planning
- ___ HRM 545 Employment Law and Policy (**HRM 533**)
- ___ HRM 546 Job Eval, Comp Systems, & Benefits (**HRM 532**)
- ___ HRM 547 Performance Mgt in Organizations (M)
- ___ HRM 548 Diversity and Global Issues in the Workplace (**HRM 532 or 541**)
- ___ MBA 530 Emp Dispute Resolution & Conflict Mgt

Operations Management

- Required Concentration course
- ___ MBA 543 Management Science
- Electives (choose 3)
- ___ MBA 509 Cont. Quality Improvement (M)
 - ___ MBA 517 Info Sys for Managers
 - ___ MBA 540 Data Mining (M)
 - ___ MBA 574 Project Management
 - ___ MBA 587 Decision Support Systems
 - ___ MBA 595 Independent Research (Requires instructor permission)



MS in Finance

30 Credit Program

Required Courses

___ MBA 502 Finance

___ FIN 536 Financial Mgt

___ FIN 539 Investment Analysis

___ FIN 540 Prob & Stats for Finance

___ FIN 541 Bank Management

___ FIN 545 Capital Markets

___ FIN 549 Risk Management

___ FIN 552 Mergers & Acquisitions

___ FIN 578 Behavioral Finance*

___ FIN 580 Finance Capstone Course



MS in Accounting

30 Credit Program

MS in ACCOUNTING Required Courses

<input type="checkbox"/> ACC 542 Accounting for Sm Bus Entrepreneur	<input type="checkbox"/> ACC 597 Advanced Accounting
<input type="checkbox"/> ACC 562 Accounting Information Systems	<input type="checkbox"/> ACC 598 Forensic Accounting
<input type="checkbox"/> ACC 590 Advanced Auditing & Assurance**	<input type="checkbox"/> MBA 506 Leadership, Team Effectiveness
<input type="checkbox"/> ACC 594 Government & Non-Profit Acc	<input type="checkbox"/> MBA 507 Ethics in Management
<input type="checkbox"/> ACC 596 Financial Accounting Theory	Must complete in final semester:
	<input type="checkbox"/> ACC 580 Accounting Capstone



- 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



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:

http://it.cc.stonybrook.edu/get_help/solar_studenthelp



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 a 'view details' link. A red arrow points to the 'Holds' header. Below this is a 'To Do List' section showing 'No To Do's.'
- Message Center:** Shows 'new message(s)' and 'read message(s)' buttons, and a 'New Messages' section with a 'Course Material Requisition Reminder'.
- Home Page:** Lists various services and links: '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
- Four seats are reserved for MBA students, the other 14 seats are reserved for HRM students
- After the MAHR students register, any remaining seats will be available for MBA students to register

Opening Dates:

August 1st – Fall semester

January 1st – Spring semester

May 1st – Summer terms



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 Erica



- 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
- **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



- **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 header includes the university logo and name. Below the header is a navigation bar with links for HOME (FALL 2012), ADMISSIONS, ACADEMIC REGULATIONS (highlighted), DEGREES, and PROGRAMS. The main content area is titled "Academic Regulations" and contains a list of links for various topics:

- **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 contains a table of contents with links to: 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 Erica



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**



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”
- Amazon is Stony Brook’s official bookstore
- Please visit stonybrook.amazon.com
 - There is a fully staffed pickup location at the lower level of the Melville library to pick up and return your Amazon orders
- 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
- 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/>

MBA/MS Course Checklists

www.stonybrook.edu/business

Graduate School Forms and Publications

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

MBA/MS Frequently Asked Questions

www.stonybrook.edu/business

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
- Like us on Facebook and follow us on Instagram (facebook.com/sbucob; sbucollegeofbusiness) to stay up to date on COB events and news



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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