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 joyce.gibson@stonybrook.edu
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
  - Contact Erica or Joyce for information on the Health Care Management certificate
- After applying for graduation we will review your course history and confirm your concentration with you
  - When you are in your final semester, you will apply for graduation on SOLAR
• 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.
36 Credit MBA

– 12 three credit classes
  • 7 required core courses
  • 5 electives in your concentration, 4 of which must be in one area of concentration or your program.
48 Credit MBA

The 48 MBA curriculum comprises:

• 16 three-credit courses
• Within the 16 three-credit courses, students take:
  – 12 required core courses, including a 3 credit industry project (MBA 522)
  – 4 electives, all of which must be in one area of concentration.
Core Courses

48 Credit MBA degree programs (with the exception of Accounting) will take the following core classes:

- MBA 501: Managerial economics
- MBA 502: Finance
- MBA 503: Data Analysis & Decision Making
- MBA 504: Financial Accounting
- MBA 505: Marketing
- MBA 506: Leadership/Team Effectiveness
- MBA 507: Ethics & Law
- MBA 511: Technological Innovations
- MBA 512: Business Planning & Strategic Management - Capstone course
- MBA 522: Industry Project
- MBA 589: Operations Management
- MBA 592: Organizational Behavior

- MBA in Accounting students do not take MBA 504  * The MBA in Accounting requires a specific set of prerequisites to be considered for admission to this program
Core Courses

36 credit Advanced Business Track will take the following core classes:

- MBA 501: Managerial economics
- MBA 503: Data Analysis & Decision Making
- MBA 506: Leadership/Team Effectiveness
- MBA 507: Ethics & Law
- MBA 511: Technological Innovations
- MBA 512: Business Planning & Strategic Management - Capstone course
- MBA 522: Industry Project
MS in Finance

30 Credit Program: Required Courses for all Students

- MBA 502 Finance
- FIN 540 Probability & Statistics for Finance
- FIN 539 Investment Analysis
- FIN 578 Behavioral Finance
- FIN 552 Mergers and Acquisitions
- FIN 536 Financial Management
- FIN 541 Bank Management
- FIN 549 Risk Management
- FIN 545 Capital Markets
- FIN 580 Finance Capstone Course
MS in Accounting

30 Credit Program: Required Courses for all Students

- MBA 506 Leadership, Team Effectiveness & Communications
- ACC 542 Accounting for the Small Business Entrepreneur
- ACC 590 Advanced Auditing & Assurance
- ACC 594 Government & Non-Profit Accounting
- ACC 597 Advanced Accounting Problems
- MBA 507 Ethics and Law
- ACC 562 Accounting Information Systems
- ACC 596 Financial Accounting Theory
- ACC 598 Forensic Accounting
- 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

• You will also be added to Google Group – GradBusinessPrograms
  • Document sharing, announcements, & calendar
Registration
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 registering, make sure there are no holds on your account.

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

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
- 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
• 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

• 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
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**.
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

http://sb.cc.stonybrook.edu/gradbulletin/current/regulations/index.php
If you are unable to register for 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. When you are ready to return you complete a readmission form:

https://www.grad.stonybrook.edu/forms/
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

• **Domestic students can switch between FT & PT status without any additional paperwork.**
  **Students on an F1 Visa must be registered full time or contact Visa and Immigration Services for more information**
Miscellaneous Questions
Advising Hours:

- Wednesday - Appointment only
- Thursday - Walk in meetings
- To make an appointment with Joyce, email her at joyce.gibson@stonybrook.edu, or call 632-7171.
- 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.
- Can track the progress of request online

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”
- You can buy new or used books, as well as rent books, from the University Barnes & Noble bookstore – they will have all of the texts required by the instructors
- You can also purchase books online through sites such as Amazon or half.com
- 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
https://www.grad.stonybrook.edu/forms/

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 basic algebra and statistics
- Review citation formats
- 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 (facebook.com/sbucob) 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.

**Lynda.com – Software Tutorials**
In your classes you will be utilizing a variety of software programs. Most prevalent being Excel & PowerPoint. You can access [https://it.stonybrook.edu/services/lyndacom](https://it.stonybrook.edu/services/lyndacom) to brush up on these programs. You will also find instructional information for many other software programs including SPSS, Quickbooks, Prezi, Filemaker, Access – virtually any software program that currently exists.

**Microsoft Office**
Microsoft office is available to matriculated students at NO COST: [https://it.stonybrook.edu/software/title/microsoft-office](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](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](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**
Our career center liaison is Taylor Kircher. She will have office hours specifically for business students, and you can make appointments to see her in the Career Center. Contact her at Taylor.Kircher@stonybrook.edu

Throughout the year the Career Center 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! Be sure to update your resume first to indicate reflect graduate education in progress.
http://career.stonybrook.edu/