PROSPECTIVE STUDENT GUIDE

MASTER OF BUSINESS ADMINISTRATION
(MBA)

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

FALL 2019 & SPRING 2020
MBA Handbook

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MBA Application Period
For Fall 2019 & Spring 2020

Fall 2019:
October 1, 2018 to June 30, 2019
• Online Application must be submitted by June 30, 2019
  • Apply through: https://www2.calstate.edu/apply
• All other documents such as a resume, letters of reference, statement of purpose, pre-requisite courses, & official transcripts can be turned in by August 2, 2019.

Spring 2020:
Aug. 1, 2019 - Nov. 30, 2019
• Online Application must be submitted by Nov. 30, 2019
  • Apply through: https://www2.calstate.edu/apply
• All other documents such as a resume, letters of reference, statement of purpose, pre-requisite courses, & official transcripts can be turned in by January 3, 2020.

Financial Aid

For any financial aid questions, please visit or call:
http://www.csub.edu/finaid/
(661) 654-3016
Admission Pathways

Traditional Track
The criteria to apply for the traditional track are as follows:
1. Hold a baccalaureate degree from an accredited four-year university.
2. Have at least 2.75 undergraduate GPA (upper division classes).
3. Complete the GMAT or the GRE:
   - The minimum GMAT score is a 500. For more information on the GMAT see [www.mba.com](http://www.mba.com).
   - The minimum GRE scores are 148 (verbal section) and 149 (quantitative section). For more information on the GRE see [www.ets.org](http://www.ets.org).

Executive Track
The criteria to apply for the executive track are as follows:
1. Hold a baccalaureate degree from an accredited four-year university.
2. Have at least 2.75 undergraduate GPA (upper division classes).
3. Executive experience (In official Company Documents):
   - “Executive experience” is defined as including supervisory duties, management of a budget, or management of a set of accounts.
   - It would need to meet all of the following criteria:
     - The job title requires a bachelor’s degree.
     - The job title represents a promotion from entry level ("entry level" would not include "trainee" or "intern" positions).
     - The job title is specified as "executive or management level"
4. The GMAT or GRE is waived, unless advised otherwise.

National Certificate Track
The criteria to apply for the National Certificate track are as follows:
1. Hold a baccalaureate degree from an accredited four-year university.
2. Have at least 2.75 undergraduate GPA (upper division classes).
3. Hold a current nationally recognized certificate:
   - Certified Public Accountant (CPA)
   - Certified Financial Accountant (CFA)
   - Chartered (or Certified) Property and Casualty Underwriters (CPCU)
   - Certified Liability Underwriter (CLU)
   - Professional in Human Resource Management (PHR)
   - Senior Professional in Human Resource Management (SPHR)
4. The GMAT or GRE is waived, unless advised otherwise.
Application Requirements

The application process for the three tracks is as follows:

1. Complete the online application at [https://www2.calstate.edu/apply](https://www2.calstate.edu/apply).
2. *Provide a resume.
3. *Provide two letters of recommendation *(Academic or Professional).*
   - This personal statement should be roughly one page.
   - It should talk about your background, your goals, and how the MBA can help you achieve those goals.
5. **One official transcript from each college or university attended.
   - You do not have to provide transcripts from CSUB.
   - Any transcript from a college/university outside of the USA will require a course-by-course analysis through [www.wes.org](http://www.wes.org). Please contact them directly for instructions and costs.
6. International Students, please refer to page 8 for additional requirements.

*The resume, letters of recommendation, and statement of purpose can be emailed to: lhernandez1@csub.edu orasilva32@csub.edu or dropped off in BDC-A 120.*

**Mail official transcripts to the following address:

**Attn: BPA Graduate Programs Office**
School of Business & Public Administration
Mail Stop: 20 BDC/ 120A
9001 Stockdale Hwy.
Bakersfield, CA 93311-1022

7. Fulfill any prerequisite requirements *(See next page)*
Program Pre-requisites

All MBA applicants will be expected to demonstrate competency in the following areas identified as program prerequisites:

1. Business Math & Statistics
   (Equivalent to BA 3010 Data Analysis and Decision Making)

2. Financial Accounting (equivalent to ACCT 2200 Financial Reporting and Accounting)

3. Understanding Corporate Finance (equivalent to FIN 3000 Financial Management)

4. Fundamentals of Economics (equivalent to ECON 2018 Essentials of Microeconomics)

5. Principals of Management (equivalent to MGMT 3000 Organizational Behavior)

**Competency can be established by any one of the following:**

1. Proof of appropriate coursework at the undergraduate level

2. The CSUB MBA program has introduced low cost and self-paced foundation knowledge courses that will satisfy the prerequisite requirements.
   • These will need to be completed by registration for your first semester.
   • The online self-guided classes are $75.00 each, there is a standalone assessment for $25.00 as an option. The stand alone can be used to “test-out” of a class with a score of 80% or better.

Self- register at:
MBA Course Requirements

Core Courses

All admitted students must complete the following courses:

1. Accounting 6000: Financial Accounting for Leaders
2. Accounting 6200: Accounting for Decision Making and Control
4. Management 6020: Operations and Technology Management
5. Management 6050: Managerial Skills
6. Management 6900: Strategic Management
7. Management Information Systems 6100: Information Systems for Leaders
8. Marketing 6000: Marketing Management
9. BA 6900: Master’s Culminating Project

Elective Courses

- All admitted students are required to take 3 elective courses in addition to the 9 core courses mentioned above.
- While MBA program does not have formal concentrations, the MBA student may specialize in an area of interest.

Grade Point Average (GPA)

- MBA students must maintain an overall 3.00 GPA per semester enrolled.
International Student Requirements

To apply to CSUB, please fill out an international application at: [https://www2.calstate.edu/apply](https://www2.calstate.edu/apply)

After you have applied on calstate.edu/apply, gather the following documents:

1. **Affidavit of Financial Support**
   (if you are on a government scholarship, you still need to fill out this form-list your government as your sponsor)
   
   - Graduate student affidavit can be found at:
     [http://www.csub.edu/admissions/_files/CSUB%20Affidavit%20of%20Financial%20Graduates.pdf](http://www.csub.edu/admissions/_files/CSUB%20Affidavit%20of%20Financial%20Graduates.pdf)

2. **International Student Insurance Agreement Form**
   [https://www.csub.edu/isp/_files/Health%20Insurance%20Affidavit.pdf](https://www.csub.edu/isp/_files/Health%20Insurance%20Affidavit.pdf)

3. **Original Bank Certification Letter**
   Bank statement in ENGLISH reflecting $32,000 USD in you or your sponsor’s account

4. **Official TOEFL or IELTS Scores**
   Minimum Undergraduate Scores: TOEFL=79 ibt IELTS=7.0
   Scores can be sent electronically to CSUB via school code: 4110

5. **Clear Copy of Your Passport**

6. **Official Transcripts**
   ALL college/university
   Any transcript from a college/university outside of the USA will require a course-by-course analysis from WES: [www.wes.org](http://www.wes.org)

Once you have obtained all of your required documents, please MAIL them to:

(We cannot accept email copies)

California State University, Bakersfield
International Students and Programs
71ENT
9001 Stockdale Highway
Bakersfield, CA 93311-1022
GWAR Information

AM I ELIGIBLE TO WAIVE THE GWAR?

Waivers for Post-Baccalaureate and Graduate Students
You will be exempt from the GWAR if you meet any of the four criteria below:

1. You graduated from a CSU or UC since 1980.

2. As of winter 2007, as a post-baccalaureate or graduate student, you earned the following test scores--provided the test(s) were taken since 1980:

   - **GMAT** 4.5 or higher on the writing portion of the GMAT
   - **CBEST** 41 or higher on the writing portion of the CBEST
   - **GRE** 4.5 or higher on the analytic writing portion of the GRE General Test

3. Post-baccalaureate and graduate students who have one or more articles published as first author in a refereed professional journal may submit their work for review to the General Education Office* with a formal request to waive the GWAR.

4. Post-Baccalaureate and graduate students who already have an MA or MS in any discipline that included a master’s thesis or project and are working on another degree or credential may submit their thesis or project for review to the General Education Office* with a formal request to waive the GWAR.

In the last two situations, waiver requests and supporting documents will be reviewed, and you will receive a decision in approximately two weeks.
Tuition + Fees: 2019-2020 MBA Program
Per Semester

Fall 2019 & Spring 2020

0 to 6 units
$2,992 Tuition + $270 Fee per Unit

*Example:
$2,992 Tuition + $810 Fees (3 units or one course) =$3,802
$2,992 Tuition + $1,620 Fees (6 units or two courses) =$4,612

6.1 or more units
$4,428 Tuition + $270 Fees per Unit

*Example:
$4,428 Tuition + $2,430 Fees (9 units or three courses) =$6,858
$4,428 Tuition + $3,240 Fees (12 units or four courses) =$7,668

*Graduate Business Professional Fees are an extra $270 per unit.
Non-Resident Tuition + Fees: 2019-2020
MBA Program
Per Semester

Fall 2019 & Spring 2020

0 to 6 units
$2,992 Tuition + $270 Fee per Unit + $396 non-resident fee per unit

Example:
$2,992 Tuition + $1,998 Fees (3 units or one course) = $4,990
$2,992 Tuition + $3,996 Fees (6 units or two courses) = $6,988

6.1 or more units
$4,428 Tuition + $270 Fees per Unit + $396 non-resident fee per unit

Example:
$4,428 Tuition + $5,994 Fees (9 units or three courses) = $10,422
$4,428 Tuition + $7,668 Fees (12 units or four courses) = $12,096

*Graduate Business Professional Fees are an extra $270 per unit.
*Non-California Resident Fees are an extra $396 per unit.
GMAT vs GRE

GMAT General Info

Register through: https://www.mba.com/exams/gmat

The GMAT is taken by people who plan to attend business school and/or an MBA program. It’s used almost exclusively for admission to these types of programs.

The GMAT has four separate sections:

1. The Quantitative section has 37 questions.
   a. Multiple choice: Mainly algebra, geometry, and data sufficiency

2. The Verbal section has 41 questions.
   a. Multiple choice: Mainly grammar and sentence structure

3. The Analytical Writing Assessment consists of one 30-minute essay. (4.5 and above satisfies GWAR requirement) – Not required for CSU and UC Graduates.

4. Integrated Reasoning contains 12 questions. (Do not do)

Scoring

If you take the GMAT, the most important score you receive will be your composite score, which can range from 200 to 800. The composite score takes only your scores from the Verbal and Quantitative sections into account.

The score range for Analytical Writing is 0-6.

The GMAT is computer based, and it is an adaptive test. This means that, when you begin the Quantitative and Verbal sections, the first question you see in each section will be relatively easy. If you answered that question correctly, the next question will be slightly harder, and if you answered incorrectly, the next question will be slightly easier. This process continues throughout the entire section for both Quantitative and Verbal. Once you answer a question on the GMAT, you can’t go back to it. Adaptive testing is used to get accurate scores by selecting specific questions with varying difficulty levels from a larger pool.
GRE General Info

Register through: https://www.ets.org/gre

The most significant difference between the GMAT and the GRE is that the GRE is used as part of admissions for a wide variety of graduate school programs, while the GMAT is only used to apply to business schools.

The GRE has three major sections: Analytical Writing, Quantitative Reasoning, and Verbal Reasoning.

- Quantitative Reasoning has two 20-question sections (40 total)
  - Multiple choice: solve algebra, geometry, trigonometry
- Analytical Reasoning has two 20-question sections (40 total)
  - Multiple choice: sentence structure, vocabulary
- Analytical Writing consists of two essays, each of which you will be given 30 minutes to write. (4.5 and above satisfies GWAR requirement)
- The GRE will also include one 20-question research section which will not be included as part of your score. This will be either a Verbal or a Quantitative section, but you will not know which section the research section is in.

Scoring

Like the GMAT, the score range for GRE’s Analytical Writing section is 0-6, in half-point increments. Both Verbal Reasoning and Quantitative Reasoning are scored the same way. Their score range is 130-170, in one-point increments. The three section scores are generally reported separately and not combined into a single composite score.

The GRE gives you the option of computer based or written testing format and it is section-level adaptive. This means that your score on the first 20-question section of either Reasoning sections will affect the difficulty of the second 20-question section.

Unlike the GMAT, where each individual question determines the difficulty of the next question, on the GRE, your score on the entire section determines the difficulty of the next section on that subject. On the GRE, you can return to questions you have already answered within a section.
## GMAT vs. GRE: Structure and Scoring

<table>
<thead>
<tr>
<th></th>
<th>GMAT</th>
<th>GRE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length</strong></td>
<td>3 hours and 30 minutes</td>
<td>3 hours and 45 minutes</td>
</tr>
<tr>
<td><strong>Number of Essays</strong></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Number of Multiple-Choice Questions</strong></td>
<td>90</td>
<td>80 + 20 unscored research questions</td>
</tr>
<tr>
<td><strong>Number of Sections</strong></td>
<td>4</td>
<td>6 (Including an unscored research section)</td>
</tr>
<tr>
<td><strong>Composite Scoring</strong></td>
<td>Composite GMAT score ranges from 200-800, in ten-point increments</td>
<td>Verbal and Quantitative Reasoning each have score ranges of 130-170, in one-point increments, for a total score of 260-340</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>$250</td>
<td>$205</td>
</tr>
<tr>
<td><strong>How Long Are Scores Valid?</strong></td>
<td>5 years</td>
<td>5 years</td>
</tr>
</tbody>
</table>

## GMAT Disability Accommodations

**Five Steps to Request Reasonable Test Accommodations if You Have a Disability**

If you believe you have a disability that prevents you from taking the GMAT Exam under standard conditions, you may request accommodations by completing these five steps:

1. Create your mba.com account. You will receive a GMAT ID number. **DO NOT** register for a GMAT exam appointment until you receive your accommodation decision (see Step 2).

2. Complete the GMAT Exam Accommodations Request Form. The form is available in your **GMAT Supplement** for test takers with disabilities.

3. Attach medical/clinical documentation as described below by disability type:
   - [Attention Deficit/Hyperactivity Disorder](#)
   - [Learning and Cognitive Disabilities](#)
   - [Physical and Systemic Disabilities](#)
   - [Psychological Disabilities](#)
4. Send your completed GMAT Exam Accommodations Request Form and all supporting documentation to Pearson VUE using the fax or mailing address below (NOT by email). You will receive an email confirmation of receipt of your documents within four business days. You will receive a decision regarding your request within one month.

5. If they approve your request for accommodations, you will then be able to schedule accommodated testing. It is not possible to schedule accommodated testing before receiving approval for accommodations. Therefore, they request that you not book a testing appointment until you receive their decision regarding your accommodation request.

Who to Contact for Support

Use the following information to submit your GMAT Exam Accommodations Request Form:

Fax
+1 (952) 681-3681
Attention: GMAT Disability Services

Mail / Courier Service
Pearson VUE
Attention: GMAT Disability Services
5601 Green Valley Drive, Ste. 220
Bloomington, MN 55437
USA

They offer two levels of support to assist you if you have any questions or need additional information.

- They work with their testing partner PearsonVUE to administer the GMAT exam. Please contact gmacaccommodations@pearson.com if you have questions regarding whether your accommodation request has been received, test fee refunds, exam scheduling, and general policy questions.

- GMAC makes all decisions regarding eligibility for GMAT accommodations. Please contact them at testingaccommodations@gmac.com if you have any questions about accommodations application preparation or about an accommodation decision you have received.

GRE Disability Accommodations

Applying for Accommodations

Note: All test takers requesting any accommodations must submit their requests and have their accommodations approved by ETS Disability Services before their test can be scheduled. Your request should be submitted as early as possible, especially if you are requesting an alternate test format. Documentation review takes approximately six weeks once your request and complete paperwork have been received. If additional documentation must be submitted, it can be another six weeks from the time the new documentation is received until the review is complete.

Once you have been approved, ETS will send you an email providing instructions for registering for the GRE test. Please wait for your approval email before registering to test.
If you have a health-related need that requires you to bring equipment, beverages or snacks into the testing room, or to take extra or extended breaks, you must follow the accommodations request procedures in the Bulletin Supplement for Test Takers with Disabilities or Health-related Needs (PDF).

To submit a request, send all completed forms and documentation via one of the following methods.

Online:

You can apply for accommodations, view approved accommodations, and view test appointments online in your ETS Account. To apply for accommodations and view approved accommodations, log into your ETS Account, click on "GRE Accommodation Status/New Request" under the "Test Takers with Disabilities or Health-Related Needs" section on the main home page and follow the instructions.

Email:

disability.reg@ets.org

Mail:

ETS Disability Services
P.O. Box 6054
Princeton, NJ 08541-6054 USA

Courier Service:

ETS Disability Services
225 Phillips Boulevard
Ewing, NJ 08628-1426 USA

Bulletin and Bulletin Supplement

Note: Policies in the 2018–19 GRE® registration materials are in effect from July 1, 2018, to June 30, 2019.

- 2018–19 GRE® Information Bulletin (PDF) — Contains information about GRE tests, policies and procedures for testing and GRE services and publications in effect from July 1, 2018, to June 30, 2019.

- 2018–19 GRE® Bulletin Supplement for Test Takers with Disabilities or Health-related Needs (PDF) — Contains information for test takers with disabilities and health-related needs about how to register for the GRE tests with accommodations.

Registration Forms & Lists

Forms

- Computer-delivered GRE® General Test Authorization Request Form for Test Takers with Disabilities or Health-related Needs (PDF) — Use this form to register for the computer-delivered General Test with accommodations. This form should be submitted with the testing accommodations request form and the appropriate documentation as discussed in the Bulletin Supplement (PDF).

- Paper-delivered GRE® General Test Registration Form for Test Takers with Disabilities or Health-related Needs (PDF) — Use this form to register for the paper-delivered General Test with accommodations. This form should be submitted with the testing accommodations request form and the appropriate documentation as discussed in the Bulletin Supplement (PDF).
Test Centers

- **GRE® Paper-delivered Test Centers** — A listing of the paper-delivered test centers for the GRE General Test and GRE® Subject Tests.

Code Lists

- **Institutions and Fellowship Sponsors Approved to Receive GRE® Scores** — A listing of codes for institutions and fellowship sponsors that are approved to receive GRE scores.
- **GRE® Department and Major Field Codes (PDF)** — Contains department codes to use when designating score recipients and major field codes to use when answering the undergraduate major field and intended graduate major field questions during test registration.
- **GRE® Citizenship and Country or Region Codes and State and Territory Codes(PDF)** — Contains citizenship, country and region codes, and state, province and territory codes for use during test registration.
- **GRE® Native Language Codes (PDF)** — Contains native language codes for use during test registration.

Contacting ETS Disability Services

Email:

stassd@ets.org (General Inquiries)

Phone:

1-609-771-7780 / 1-866-387-8602 (toll-free for test takers in the United States, U.S. Territories and Canada)

Monday–Friday, 8:30 a.m.–5 p.m. ET

Mail:

ETS Disability Services
P.O. Box 6054
Princeton, NJ 08541–6054 USA