PROSPECTIVE STUDENT GUIDE

MASTER OF BUSINESS ADMINISTRATION
(MBA & MBA Online)

CALIFORNIA STATE UNIVERSITY,
BAKERSFIELD

SPRING 2022 & FALL 2022
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MBA Application Period

Spring 2022:
Aug. 1, 2021 - Nov. 30, 2021
• Apply through: https://www2.calstate.edu/apply
  o Select MBA, MBA online, or MBA Antelope Valley
  o Online Application, official transcripts, resume, letters of recommendation, statement of purpose, and GMAT/GRE scores (if required) must be submitted by November 30, 2021.
  o If you will not be able to provide all documents above by the stated deadline, please apply for the next term.

Fall 2022:
October 1, 2021 to June 03, 2022
• Apply through: https://www2.calstate.edu/apply
  o Select MBA, MBA online, or MBA Antelope Valley
  o Online Application, official transcripts, resume, letters of recommendation, statement of purpose, and GMAT/GRE scores (if required) must be submitted by June 03, 2022.
  o If you will not be able to provide all documents above by the stated deadline, please apply for the next term.
Contact Information

MBA Director
Dr. Dan Zhou, Ph.D
Email: dzhou@csub.edu
Office BDC 212A

Graduate Programs Coordinator
Luis Hernandez, MBA
Email: MBA@csub.edu
Office BDC 120A

Admissions and Records
Fax: (661) 654-3389
Email: admissions@csub.edu

Financial Aid
Fax: (661) 654-6800
Email: finaid@csub.edu
Admission Requirements

1. Hold a baccalaureate degree from an accredited four-year university.
2. Have at least 2.75 undergraduate GPA (upper division classes only).
   - These are typically 3000 (300) and 4000 (400) level 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.
   - The minimum GRE scores are 148 (verbal section) and 149 (quantitative section). For more information on the GRE see www.ets.org.

Seeking to Waive the GMAT/GRE:

1. **Professional Experience:**
   - At least 5 years of full-time professional work experience, with internal promotion above entry-level and/or managerial role over people and/or budgets.
   - This work experience requires a bachelor’s degree.
   - This work experience must be attained after completing a bachelor’s degree.
   - An interview with the MBA admission committee and a letter from the supervisor/Manager attesting to the level of work responsibilities will be required.

2. **National Certification:**
   - 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)
   - Other national certifications may be considered

3. **Business Owner:**
   - For business owners and operators: provision of documents establishing significant involvement in a multi-employee business and other qualifications.
   - An interview with the MBA admission committee will be required.

4. **PhD/Terminal degree from accredited institution.**
GMAT/GRE Temporary Waiver Policy
Spring 2022

A GMAT/GRE waiver will be considered for:

1. An applicant with a business bachelor’s degree from an accredited school with a minimum upper division GPA of 3.0.

2. An applicant with a non-business bachelor’s degree with a minimum upper division GPA of 3.2.

Students who are admitted using this policy will be Conditionally Classified. These students are required to earn grades of “B” (3.0 on a 4.0 scale) or above in the first 12 hours (4 classes) of MBA coursework.

Students not meeting this standard are subject to dismissal.

This policy only applies to the applicants who apply and enter the program through Spring 2022.
Application Requirements

The application process is as follows:

1. Complete the online application at https://www2.calstate.edu/apply.
   - Upload your resume as part of the online application.
   - Upload your statement of purpose as part of the online application.
     - The statement of purpose should be no more than two pages.
     - It should talk about your background and why you are pursuing a Master of Business Administration (MBA).

2. Provide two letters of recommendation (Academic or Professional).
   - The letters of recommendation can be requested in the online application.
   - Or emailed directly to MBA@csub.edu
     - If the letters are emailed, please use this format:

<table>
<thead>
<tr>
<th>Letterhead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifying Information including address &amp; phone number</td>
</tr>
<tr>
<td>Body</td>
</tr>
<tr>
<td>- Length and nature of relationship</td>
</tr>
<tr>
<td>- Ability, knowledge, and skills for a master level education program</td>
</tr>
<tr>
<td>- Level of confidence in the applicant’s ability to complete the program</td>
</tr>
<tr>
<td>Signature &amp; Date</td>
</tr>
</tbody>
</table>

3. *Provide one official transcript from each college or university attended.
   - Do not provide transcripts if you graduated or are graduating from CSUB.
   - Any transcript from a college/university outside of the USA will require a course-by-course analysis. Use: https://www.wes.org/ww, please contact WES directly for instructions and costs.

4. International Students, please refer to page 8 for additional requirements.

*Universities can electronically send transcripts to MBA@csub.edu or mail official transcripts to:

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

1. **Affidavit of Financial Support**
   - All international students must complete the CSUB Financial Affidavit which can be found by clicking [here](#).
   - If you are on a government scholarship, you still need to fill out this form. List your government as your sponsor. Your government does not need to sign.
   - If you are on an athletic scholarship, list CSUB Athletics as your sponsor. CSUB athletics does not need to sign; they must provide your scholarship/award letter.

2. **International Student Insurance Agreement Form** found [here](#).
   - All students must fill this out, even if your government or athletic scholarship is covering your insurance. If you have dependents, they will be charged for health insurance.

3. **Bank Statement and/or Proof of Financial Support:**
   - Bank statements in the English language reflecting and certifying $30,578 in your or your sponsor’s account (no older than 6 months), MBA students bank statement requirements are $33,818
   - For students sponsored by a government, please provide your “Admissions Purposes Financial Guarantee”
   - For students sponsored by Athletics, please provide your scholarship letter.

4. **English Proficiency Requirements:** **One** from below:
   - TOEFL - score of 79 or above Scores can be sent electronically to CSUB via school code: 4110
   - IELTS - score of 6.5 or above
   - Duolingo English Test – Minimum score of 105 for GRAD
   - PTE minimum score of 58

5. **Clear Copy of Your Passport**
   - A clear copy of the picture page of your unexpired Passport

Once you have obtained all your required documents, please EMAIL them to [Internationaladmission@csub.edu](mailto:Internationaladmission@csub.edu) or MAIL them to:

ATT: International Admissions
California State University-Bakersfield
9001 Stockdale Highway
Mail Stop: 71 ENT
Bakersfield, CA 93311
United States of America
Program Pre-requisites Courses

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  
   - Transcripts are evaluated to decide what pre-requisite courses have been satisfied *(with a “B” or above)*.

2. The CSUB MBA program has introduced low cost and self-paced foundation knowledge courses that will satisfy the foundation 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 standalone assessment can be used to “test-out” of a class with a score of 80% or better.

Self-register at:  
MBA Course Requirements

*Up to 9 units may be transferred from other institutions
  • Transfer courses require a course description and/or syllabus for evaluation before they can be applied as a course requirement.

Core Courses

All admitted students must complete the following courses:
1. **Accounting 6200**: Accounting for Decision Making and Control
2. **Finance 6000**: Financial Management and Policy
3. **Management 6020**: Operations and Technology Management
4. **Management 6050**: Managerial Skills
5. **Management 6100**: Human Resource Management
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)

• All graduate students are required to maintain a cumulative 3.0 grade point average in all graduate course work. Students who receive below a “B-” in any course will not be able to use that result towards the fulfillment of any degree requirement.
GWARM 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.
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. (Not considered in our MBA program)

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](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>$200-$275</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>

The GRE offers a fee reduction:

Complete the GRE Fee Reduction Request form available at:

Tuition + Fees: 2021-2022 MBA Program
Per Semester

Fall 2021 & Spring 2022-Estimates

0 to 6 units
$2,962 Tuition + $270 Fees per Unit

Example:
$2,962 Tuition + $810 Fees (3 units or one course) =$3,772
$2,962 Tuition + $1,620 Fees (6 units or two courses) =$4,582

6.1 or more units
$4,468 Tuition + $270 Fees per Unit

Example:
$4,468 Tuition + $2,430 Fees (9 units or three courses) =$6,898
$4,468 Tuition + $3,240 Fees (12 units or four courses) =$7,708

*Non-California Resident Fees are an extra $396 per unit.

*For full fee breakdown, Click Here

Financial Aid

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