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</table>
the Fowler Graduate Programs Team

Diane Coning, M.Ed.
MBA advisor

Dr. Congcong Zheng
Graduate Director

Amanda Yousif, M.Ed.
MSA MSIS Advisor

Ramothaman Ramesh, MBA candidate, student assistant
AIS (Last Name A-M)
Dr. Valerie Li

AIS (N-Z)
Dr. Rebecca Perols

Taxation
Dr. Amanda Marino

Financial Reporting
Dr. Jeff Wang

Not pictured: BMAcc Faculty Advisors

Faculty Graduate Advisors - MSA
Dr. Kamal Haddad

Faculty Graduate Advisor - MS-FTP
Dr. David Goldberg

Faculty Graduate Advisor - MSIS
Dr. Morteza Safaei Pour

Faculty Graduate Advisor - MSCM
Dr. Martina Musteen

Faculty Graduate Advisor - MSGBD
Juli Moran
San Diego Office Marketplace Leader
Managing Director, Life Sciences
The Career Management Center Team

Tina Tan, M.A.
Director

Michelle Svay, M.A.
Career Development Specialist

Greg Tanneberger, J.D.
Professional Development and External Relations

Daniel Nieto, M.S.
Career Development Specialist
Fowler Graduate students must

- Act with integrity, competence, diligence, respect and in an ethical manner with *faculty, staff, students, employers, and colleagues*
- Place utmost importance in *academic integrity and honesty* and respect others’ intellectual property and individual work
- *Respect instructional and scholarly activities* and avoid conducts that distracts or intimidates others in an instructional setting and other normal university activities
- Adhere to the *Student Conduct Code* as outlined in CSU Executive Order 1098 (a section is reproduced in the [Catalog](#))
What is #ProfessionalReady?

- Courteous, respectful and clear in oral and written communications
- Respond timely to your emails
- Separate the problem from the emotions
The Life Cycle of a Master's Student

Congratulations! Admitted :)  

"Conditionally Classified" Admitted with specific conditions. You have 1 or 2 semesters to complete conditions. 

Graduate Advisor verifies conditions are completed with "Change of Status" form 

You are Classified! 

Make progress according to your program's standards (Get details from your Graduate Advisor) 

Graduate Advisor verifies good progress with "Advanced to Candidacy" form 

Continue to make good progress (Get details from your Graduate Advisor) 

You are Advanced to Candidacy! 

Register for "Culminating Experience" 

Get registration approval for your Culminating Experience 

"Plan A" Thesis Register through Graduate Studies 

Final thesis, after committee approval, must be submitted to Montezuma Publishing mid-semester 

Graduate Program reviews and grades the Culminating Experience 

"Plan B" Exam, Portfolio, or Project Register through Graduate Advisor or Department 

Graduate Advisor submits Report of Completion by the semester's deadline 

Complete all formatting changes and make final thesis payments by the semester's deadline 

Final graduation evaluation by Graduate Studies 

Congratulations! Graduated! :)

SDSU
Classified Standing
● Have met all university and department requirements upon admission

Conditional Standing
● Students admitted conditionally have not met all university or department requirements for admission – this is often due to deficient GPA or students having three-year undergraduate degrees
● “Earn term GPA of 3.0 for 6 units”
During the semester your condition is due:
Communication from Graduate Studies and/or the Registrar
  ● Reminder of your conditional status
  ● Requests you complete Change of Status form
  ● Warns of FUTURE registration holds

Tempting to initiate the Change of Status form right away
  ● Have to wait for grades to post
  ● Graduate Staff Advisors submit the form!
Access course syllabi, professor’s contact information, class assignments, course readings

- Include your ID Number in all communications with us
- Communications from Graduate Business Programs and Career Management Center

https://it.sdsu.edu
Important Dates:

- August 20—Last day to withdraw for fall semester and receive a full refund (less administrative fee if applicable). Last day to pay tuition and fees without penalty.
- August 21—First day of classes.
- August 27—Last day of wait list auto-enrollment. After this date, enrollment in open seats is not automatic or guaranteed.
- September 1—Schedule adjustment deadline. Last day to add, drop, or change grading basis (7:59 p.m. deadline).

Website: [https://registrar.sdsu.edu/calendars](https://registrar.sdsu.edu/calendars)
Three key resources

**Degree Audit (thru my.SDSU)**

**On Campus/Off campus jobs**

**International Student Center CPT and OPT**

**F-1 EMPLOYMENT**

As an F-1 international student, you have the opportunity to get off-campus work experience in your field of study through an employment authorization option called “practical training.”

There are 2 types of practical training:
- Curricular practical training (CPT) and Optional Practical Training (OPT).

- **Practical Training**
- **Curricular Practical Training (CPT)**
- **Optional Practical Training (OPT)**
- **OPT STEM 24-month Extension**
Resources for Current Students

https://business.sdsu.edu/graduate/grad-advising

Important Resources

● Our contact information
● More info on student standing
● How to follow your Degree Evaluation
● Fee Waiver forms
● CPT info
● Culminating Experience info
● Links to other resources and forms
Lamden Hall 448
619-594-8073
gradbusiness@sdsu.edu

Diane Coning
dconing@sdsu.edu

Amanda Yousif
ayousif@sdsu.edu
International Student Center

Welcome New Fowler Graduate F-1 International Students!
Office Hours

- **In-person office hours**: Monday to Friday, 9:00am-4:00pm
- **Virtual Office Hours** (Live Chat): Monday - Friday: 9:00am-12:00pm // 1:00pm-4:00pm *Except Holidays*

Open Advising Hours

- 3 days per week
- Virtual and in-person options
- 10-minute consultation / no appointment
- First-come, first-served
- Visit [ISC Calendar](#) for Open Advising Schedule

Online Document Requests

- I-20 Program Extensions, Work Authorization, Travel signatures, etc.
- Submit via [online request forms](#)

Appointment Scheduling, Workshops, Cultural and Social hours, and more….

- Visit [sdsu.edu/isc](http://sdsu.edu/isc) for further details of all services offered to international students

When contacting the ISC: Always provide your RedID
Maintaining Your F-1 Status
● Deadline: September 1st
● Enter using your Name, RedID & SDSU email
  ○ NOT as “Guest”
● Let’s review a few important rules from this orientation
Required: Full-Time Enrollment

• > or = 9 units/semester
  ○ Maximum one online class per semester (usually 3 units)
  ○ Hybrid classes = in-person for immigration purposes.
• Before withdrawing from classes in middle of semester, talk with an ISC Advisor – can affect F-1 status
• Enrollment not required during the summer and winter breaks
Reduced Course Load

An RCL (*less than full-time*) allowed for certain reasons via online request

- Some require meeting w/ISC Advisor to determine eligibility
- Submit request by Schedule Adjustment (add/drop) Deadline
- ISC must **PRE-APPROVE** to avoid immigration violation
- More info on ISC’s Reduced Course Load webpage
On-Campus Employment:

- Available to all F-1 students now!
- Part-time (max. 20 hrs/wk) when school in session
- Full-time (>20 hrs/wk) allowed during official school breaks

Off-Campus Employment/Internship:

- Eligible after 2 semesters in F-1 status here (unless SEVIS transfer)
- Must receive permission from the ISC or U.S. Immigration
  - Applies to paid and unpaid positions
- Must be directly related to your major (degree program)
- Part-Time & Full-Time ok
Employment

Friday, September 15th, 10:00 – 11:00 AM, ISC Lounge
Health Insurance

- Required for all SDSU international students
- Fall 2023: **Complete the health insurance requirement **today!
  - Buy the pre-approved Fall 2023 or 2023-2024 at [www.jcbins.com](http://www.jcbins.com)
  - Very few alternate health insurance policies are accepted (listed on ISC Forms webpage)
- Holds added to your my.SDSU account if you do not buy coverage
Immigration Document Check
Immigration Documents: Passport

- Must be valid at all times (not expired)
- Check expiration date regularly
- If need to renew, contact your consulate or embassy in the U.S. or your home country's government > 6 months before it expires
Immigration Documents: F-1 Visa

- A valid visa is required to enter the U.S.
- After you have entered the U.S., you are allowed to stay even if visa expires, **IF** you’re maintaining F-1 status **AND** your I-20 is valid
- International travel: F-1 visa must be valid on day of re-entry to the U.S.
- F-1 visas can only be renewed at a U.S. Embassy or Consulate outside the U.S.
- Your F-1 visa is **not** your I-20
Immigration Documents: I-20

- Form I-20 gives you legal F-1 immigration status in the U.S. if you follow all rules to maintain your status
- Program End Date: don’t let this expire!
- Travel signature on page 2 is valid for 1 year
- If information changes (your name, major, program end date) or you need a new travel signature:
  - Request an updated I-20 via ISC website
  - Processing time = 7 business days
Take out your I-94 & check the following:

Most Recent Date of Entry:
- Date you entered the U.S. (did customs processing)

Class of Admission:
- Should say “F1”

Admit Until Date:
- Should say “D/S” (Duration of Status)

Check your I-94 each time you travel internationally and re-enter!

If any of these items is incorrect, please email iscreception@sdsu.edu immediately for support.
Update Contact Info in my.SDSU

- **Mailing address** is your US address in San Diego
- Phone number is required (10 digits)
  - If don’t yet have a phone number, enter the ISC # (619) 594-1982 (update once you get your own number)
- NEVER delete addresses/phone number in my.SDSU, only replace

*SEVIS requires notification of address change within 10 days of moving*
 SDSU Policy:
All university communications must be sent via SDSU email

- Activate your SDSU email account
- Check your SDSU email daily
- Read important info and updates

For I.T. support:
Computing Hub Help Desk
Love Library, 2nd Floor
(619) 594-3189
hub@sdsu.edu
Marijuana: NOT legal for International Students (illegal)

- F-1 Students must follow federal laws (higher than state laws)
- California state law decriminalized marijuana, but federal law criminalizes marijuana (in all forms)
- Illegal for you anywhere in the US

Consequences of using, having, distributing, working with, being around it:
- Arrest
- Deportation
- Not allowed to re-enter the US
- Not eligible to change to another visa status, green card, or citizenship

Alcohol Legal Drinking Age: 21-years-old
Beware of Scammers

If you receive a call or email like this:

- Don’t panic
- Hang up the phone / ignore the email
- Don’t pay with cash, wire transfer, or gift card
- Don’t give out personal information
- Report call or email to the ISC & SDSU Police

Criminals target International Students by:

- Calling or emailing
- Pretending to be from the US gov’t (FBI, DHS, SSA, IRS)
- Demanding money by threatening arrest

This is a scam
Maintaining Your Status Reminders

As an F-1 Student, you must:

- Maintain full-time enrollment
- Keep your I-20 valid
- Keep your local address & phone updated
- Follow rules for international travel
- Maintain health insurance
- Don’t work off-campus w/out ISC/US gov’t authorization
- Meet w/ISC advisor if you wish to leave your program early or take a leave of absence

If you do not follow these regulations, you risk losing your F-1 status and may need to leave the U.S.!