Welcome to the Fully Employed MBA Program!

Congratulations and welcome to the Fully Employed MBA (FEMBA) program at California State University San Marcos!

You've officially been admitted, and this packet is designed to help you finalize your place in the program and prepare for what's ahead. Inside, you'll find step-by-step guidance on confirming your admission, enrolling in classes, preparing for orientation, and accessing important university resources.

Please review this packet carefully and take note of all upcoming deadlines. In the spring, we'll host Next Steps Presentations, where you'll learn more about your transition into the program as a member of the Summer 2026 cohort. Following these sessions, you'll be required to attend a mandatory orientation before classes begin.

This packet also includes details on how to register for the Next Steps presentations and orientation, along with other important information to ensure a smooth start to your MBA journey.

Our team is here to support you every step of the way, and we look forward to officially welcoming you at orientation and celebrating the beginning of your MBA experience on the first day of class!

Next Steps for Newly Admitted Fully Employed MBA Students

1. First Steps to Finalizing Your Commitment to CSUSM

- **Submit Official Transcripts**: Make sure all official transcripts are submitted to the Registrar's Office. You can check the status by emailing transcripts@csusm.edu. Note that you will only be able to submit your intent to enroll after all official transcripts have been received by the Registrar's Office.
- **Confirm Your Admission**: Submit your intent to enroll through your student account. This is a $150 tuition deposit to secure your spot in the program. **You have one month from the date of your acceptance to complete this step**.
- **Sign Attendance Agreement**: Your official admission letter and attendance agreement form are attached to your admission email. Please review, sign, and return the attendance agreement form as soon as possible.
- **Clear Holds and To-Dos**: Check your MyCSUSM Student Center and clear any holds or to-do items to be eligible for class registration.
- **RSVP**: Register for the Next Step Presentation and the Mandatory in-person Orientation.

2. Orientation and First Day of Class

- **Mandatory Orientation**: Attend the mandatory orientation on May 27, 2026. Please use the RSVP link to confirm your attendance.
    - **2026 Orientation RSVP**
- **First Day of Class**: Classes begin on May 30, 2026. Ensure all holds are cleared, and your intent to enroll is paid to start your classes without issues.

3. Optional "Next Steps" Presentations

- **Virtual Presentations**: Attend one of our optional virtual "Next Steps" presentations. These sessions are an excellent opportunity to meet your fellow cohort members, learn about university resources, and ask any questions you may have. You only need to attend one of the two available sessions:
    - **2026 Next Steps Presentation RSVP**
        - **First Presentation**: February 12, 2026, from 4:00 PM to 5:00 PM
            - Zoom: https://csusm.zoom.us/j/86330468583
        - **Second Presentation**: April 9, 2026, from 4:00 PM to 5:00 PM
            - Zoom: https://csusm.zoom.us/j/84134956423

4. Class Enrollment

- **Enrollment Timeline**: Course enrollment dates will be sent in April 2026. Once you receive your enrollment date from the Registrar's Office. Grace will send out the course list and course numbers when it is time to enroll into classes.
- **Payment Requirements**: Ensure that you make the required payments or set up a payment plan with Student Financial Services to avoid being dropped from your courses. Visit the Cashier's Office website for details on payment plans: CSUSM Student Financial Services.
- **Course Availability on Cougar Courses**: Once enrolled, your classes will appear on Cougar Courses (Canvas) as the start date approaches. If a course is missing, it may not be opened yet by the professor.

5. Instructional and Information Technology Services (IITS)

- **Student Technology Guide**: Visit the IITS Student Technology Guide for information on available technology resources, including software downloads, workshops, and self-help guides.
- **Activate Your Student Email**: Set up your CSUSM email through the Student Help Desk, which can be reached at (760) 750-4790 or helpdesk@csusm.edu. Your student email is essential for accessing your student accounts.

6. Financial Aid and Scholarships

- **Apply for Financial Aid**:
    - **Summer 2026**: Apply now to secure aid for the upcoming term.
    - **Fall 2026 - Summer 2027**: Applications open on October 1, 2025; be sure to reapply for financial aid.
    - **Fall 2027**: Applications open on October 1, 2026; be sure to reapply for financial aid.
- **Contact the Financial Aid Office**: For questions about financial aid, please contact the financial aid office directly. Phone: (760) 750-4850 | Email: finaid@csusm.edu
    - Financial Aid Advisor: Hector Mercado – MBAFinAid@csusm.edu

7. Campus Services

- **Student ID**: Physical Student IDs can be obtained on the second floor of the Kellogg Library in the Media Library, Room 2100. In addition, students can use a virtual student ID that can be created using the CSUSM mobile app through an apple/android device.
- **Parking Information**: Students must always have a valid parking permit. For parking details, visit the campus parking information page when time permits.
    - https://www.csusm.edu/parking/students.html

8. Frequently Asked Questions

- **Who do I contact to check on my transcripts?**
  Contact the Registrar's Office by emailing transcripts@csusm.edu.
- **When can I enroll in classes?**
  You will receive an email from the Registrar's Office with your specific enrollment date for spring 2026. For questions, contact registrar@csusm.edu.
- **Who do I contact about financial aid and scholarships?**
  Reach out to our MBA financial aid advisor, Hector Mercado, at mbafinaid@csusm.edu.
- **How can I set up a payment plan?**
  Visit the Cashier's Office for information on setting up a payment plan.