Welcome to Your Next Steps as a Newly Admitted SMBA Student

We are excited to welcome you to the Specialized MBA program at California State University San Marcos! This guide is designed to provide you with all the essential information you need to successfully transition into the program. Inside, you'll find detailed instructions on finalizing your admission, preparing for orientation, and accessing important university resources. Please review each section carefully and take note of any key dates and requirements to ensure a smooth start to your journey with us. Our team is here to support you every step of the way, and we look forward to seeing you at orientation and the first day of class!

Next Steps for Newly Admitted Specialized 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 on your student account. This is a $150 tuition deposits to secure your spot in the program. **Be sure to check your email for the deadline to complete this step. Missing the deadline may result in the forfeiture of your admission offer.**
- **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 August 15, 2025. Please use the RSVP link to confirm your attendance.
    - **2025 Orientation RSVP**
- **First Day of Class**: Classes begin on August 18, 2025. 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:
    - **2025 Next Steps Presentation RSVP**
        - **First Presentation**: April 17, 2025, from 5:00 PM to 6:30 PM
        - **Second Presentation**: June 17, 2025, from 5:00 PM to 6:30 PM

4. Class Enrollment

- **Enrollment Timeline:** Grace will coordinate with Extended Learning to auto-enroll you in classes starting June 2025.
- **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 open 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**:
  - **Fall 2025 – Summer 2026**: Apply now to secure aid for the upcoming academic year.
- **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

7. Campus Services

- **Student ID**: Student IDs can be obtained on the second floor of the Kellogg Library in the Media Library, Room 2100, once the campus opens.
- **Parking Information**: Students must have a valid parking permit at all times. 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?**
  Beginning June 2025, Grace will coordinate with Extended Learning to auto-enroll you in classes.
- **Who do I contact about financial aid and scholarships?**
  Reach out to the Financial Aid Office, finaid@csusm.edu.
- **How can I set up a payment plan?**
  Visit the Cashier's Office website and select "Sign Up For Payment Plan" for information on setting up a payment plan.

Intent to Enroll

Failure to submit the intent to enroll and enrollment deposit within one month of your admission will result in cancellation of your offer of admission.

You can submit your Intent to Enroll and pay the Deposit on MyCSUSM. Once you have logged in, select "Student Center," then select "Accept" or "Decline" for your fall application. If you select "Accept," you are required to complete all the steps to accept the offer of admission. Enable pop-ups on your web browser to proceed with making your payment online.

The $150 Enrollment Deposit is non-refundable and will apply toward your first term tuition.



