MPA / MS HCA SURVIVAL TIPS!

DO ask questions when you're not sure about something! The Department is here to help. Go to: http://www20.csueastbay.edu/class/departments/publicadmin/index.html for contact information and hours. Email is the best way to contact us!

DO remember to **always** include your **NET ID** when contacting the Department! Often times we cannot locate your student record without it!

DO check your University Horizon email account frequently! This is the only way the University and the Department have of contacting you by email. All important notices and announcements are sent to your University email account. For your security you must use this account when contacting the Department.**You must remember to check this account on a regular basis or you will miss important emails!**

DO use **BlackBoard** to check for news about your classes and general program information. All MPA majors are automatically enrolled in the "**Public Administration Majors**" group under "**My Organizations**." All MS-HCA majors are automatically enrolled in the **"Health Care Administration Majors**" group under "**My Organizations**." The Department posts announcements, internships, job opportunities, etc. here.

DO take all of the Foundation courses **first** before taking most of the 6000 level courses. MPA students may take PUAD 6801 with 5000. **You must be admitted to the MPA or MS–HCA program before you will be allowed to take 6000 level courses.**

DO complete all of the University requirements to satisfy the Writing Skills Test (if required) **before** enrolling in any 6000 level courses. Contact the University Testing Office at 510 885-3661 for more information. **In addition, you will not be able to file for graduation until this requirement has been met.**

DO take all PUAD/HCA classes for a letter grade. Only Internship (PUAD 6893) can be taken CR/NC.

DO remember that taking **2 courses (8 units) per quarter is considered "full-time"** for a grad student. Students will not be allowed to take more than 2 classes per quarter. **Please note that the Department will occasionally have to drop students from a particular class or wait list to ensure that all courses meet the minimum enrollment requirements. If this happens you will be notified via email.**

DO consult with your Graduate Coordinator, Prof. Michael Moon for MPA and Prof. Toni Fogarty for MS-HCA, if you have any questions about your program. Of course, all of the faculty are available to assist you as well.

DO watch the University web site for **important dates and deadlines** for paying fees, adding or dropping courses, withdrawals, filing for graduation, etc. Many of these deadlines are not negotiable with the University. **You** are responsible for meeting these deadlines.

10/03/13