



# SAN FRANCISCO BAY UNIVERSITY

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2024 CATALOG

JAN 1 - DEC 31, 2024

161 Mission Falls Lane, Fremont, CA 94539  
Tel: (510) 803-SFBU (7328); e-mail: [admissions@sfbu.edu](mailto:admissions@sfbu.edu)

## Frequently Asked Questions

If you have any questions or concerns, please call the university administration office.  
Tel: (510) 803-SFBU (7328)

The university website address is <https://www.sfbu.edu>.

For Admissions Office: e-mail [admissions@sfbu.edu](mailto:admissions@sfbu.edu); Tel (510) 803-7328 ext. 1

- ***How can I apply to SFBU?***  
See admission and application information on pages 3 (ADMISSIONS POLICIES), 50 (School of Engineering, Undergraduate Programs), 69-71 (School of Engineering, Masters Programs), 98 (School of Business, Undergraduate Program), 121-122 (School of Business, Graduate Management Certificate), 131 (School of Business, Master's Program), 166-167 (Intensive English Program).
- ***How can I get an application form? What should I submit for the application?***  
Start the application by creating an account on MySFBU applicant portal accessible from the SFBU website. Admissions officers are also available to assist with the application.  
  
For degree programs, the required application materials are listed on SFBU's website in the "Admissions" section and in the "Undergraduate Admissions" and "Graduate Admissions" subsections. This information is also provided on the online application form.
- ***Are the admissions requirements the same for online and physical programs?***  
Yes, the admissions requirements are exactly the same.
- ***How can I see an admission officer or an academic counselor?***  
Admission officers and academic counselors are available virtually as well as on campus to assist the applicants and the students during office hours posted on the SFBU Website at <https://www.sfbu.edu/contact-us>. Also, see Academic Advising on page 15.
- ***What courses do I need to complete for my major?***  
See Curriculum under various degree programs:  
  
School of Engineering: page 55 (Undergraduate programs graduation requirements), 74 (Master's programs graduation requirements),  
  
School of Business: page 105 (Undergraduate program graduation requirements), 135 (Master's program graduation requirements).
- ***I want to know the costs of taking courses, pursuing a degree, academic certificate, or the Intensive English Program.***  
See the tuition and fees information on pages 6 (Tuition), 6 (Fees), 53 (School of Engineering, Undergraduate programs), 73 (School of Engineering, Masters Programs), 103 (School of Business, Undergraduate Program), 123 (School of Business, Graduate Management Certificate), 134 (School of Business, Master's Program), 167 (Intensive English Program).
- ***How do I register for classes?***  
See Registration and related information on page 15.
- ***Where can I find the directions to SFBU?***  
See page 183 or on our website at <http://www.sfbu.edu/contact-us>.

## 2024 Academic Calendar

Spring Semester (1/8 – 4/20)
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### **January**

- 1** New Year Holiday Observed; Campus Closed
- 4** New students report to campus/Orientation
- 8** Semester and classes begin
- 8-13** · Late registration  
· Add/Drop
- 13** · Last day to add/drop (without affecting official records)  
· Deadline for semester break request
- 15** Faculty classroom observation begins

### **February**

- 15** Summer semester application deadline for international students
- 19-24** Mid-term exams

### **March**

- 4-9** Check point – student counseling
- 25** · Summer class schedule and registration packages ready  
· Deadline for graduation petition for summer semester (without late fee)  
· Deadline for changing program (without late fee)

### **April**

- 1** · Begin registration for the summer semester  
· Faculty evaluation - by students
- 5** Summer semester application deadline for local and international transfer students
- 6** · Summer registration ends (for current students)  
· Faculty classroom observation ends
- 7** Late registration for summer semester begins (for current students)
- 15-20** Course review and final exams
- 25** · Posting final grades for the spring semester  
· Check point – student counseling

### **May**

- 2** New students report to campus/Orientation

Summer Semester (5/6 – 8/17)
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**May**

- 6** Semester and classes begin
- 6--11** · Late registration  
· Add/Drop
- 11** · Last day to add/drop (without affecting official records)  
· Deadline for semester break request
- 13** Faculty classroom observation begins
- 27** Memorial Day Holiday; Campus Closed

**June**

- 15** Fall semester application deadline for international students
- 17-22** Mid-term exams

**July**

- 1-6** Check point – student counseling
- 4** Independence Day Holiday; Campus Closed
- 22** · Fall class schedule and registration packages ready  
· Deadline for graduation petition for fall semester (without late fee)  
· Deadline for changing program (without late fee)
- 29** · Begin registration for the fall semester  
· Faculty evaluation - by students

**August**

- 3** · Fall registration ends (for current students)  
· Faculty classroom observation ends
- 4** Late registration for fall semester begins (for current students)
- 5** Fall semester application deadline for local and international transfer students
- 12-17** Course review and final exams
- 22** · Posting final grades for the summer semester  
· Check point – student counseling
- 26** New students report to campus/Orientation

Fall Semester (8/29 – 12/21)
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**August**

- 29** · Semester and classes begin  
**29-31** · Late registration  
· Add/Drop

**September**

- 1-4** · Late registration  
· Add/Drop  
**2** Labor Day Holiday; Campus Closed  
**4** · Last day to add/drop (without affecting official records)  
· Deadline for semester break request  
**5** Faculty classroom observation begins

**October**

- 15** 2025 spring semester application deadline for international students  
**17-23** Mid-term exams

**November**

- 1-7** Check point – student counseling  
**9** · Deadline for graduation petition for next spring semester (without late fee)  
· Deadline for changing program (without late fee)  
**11** 2025 spring class schedule and registration packages ready  
**18** · Begin registration for the 2025 spring semester  
· Faculty evaluation - by students  
**23** · 2025 Spring registration ends (for current students)  
· Faculty classroom observation ends  
**24** Late registration for 2025 spring semester begins (for current students)  
**28-30** Thanksgiving Holiday; Campus Closed

**December**

- 5** 2025 spring semester application deadline for local and international transfer students  
**16-21** Course review and final exams  
**25** · Posting final grades for the fall semester  
· Check point – student counseling  
**25-31** Winter Break; Campus Closed

**January 2025**

- 1** New Year Holiday; Campus Closed  
**3** New students report to campus/Orientation