

FBE-571, 572, & 573 information for USC Students

The Finance and Business Economics Department offers three cross-disciplinary courses which incorporate the CFA Institute Chartered Financial Analyst (CFA[®]) body of knowledge into the course curriculum:

FBE-571 (Level I, Fall & Spring), **FBE-572** (Level II, Spring only), and **FBE-573** (Level III, Spring only).

However, you do NOT have to sit for the CFA Institute exam to take and receive credit for these courses. They are very comprehensive **team-taught survey courses** that would be of benefit to any MBA student. *Topics include: economics, quantitative methods, financial statement analysis (accounting), corporate finance, markets and tools, equity valuation and analysis, fixed income analysis, derivatives, capital market theory, portfolio management, alternative investments, and ethics.*

****** You are NOT required to register through USC to take these review classes. ******

If you don't want or need USC credit (*or if you know someone who is not a USC student*), you can register for any of these three courses on a NON-CREDIT basis through our partner and co-sponsor, CFALA.

Registering for any of these courses does NOT register you to sit for the CFA Institute CFA[®] examination! Registration for the CFA Institute exam is done on their website at: <http://www.cfainstitute.org>

There are scholarships available to pay most of the CFA Institute examination fee and/or the USC/CFALA review course registration fee. If you get a scholarship that covers the review course registration, then you **MUST** register for the course through CFALA (not for USC credit)! **Scholarship information is given at the end of this document**

In general, lectures meet for 3 hours (Level 1 & 2) or 2 hours (Level 3). All 3 levels will be recorded, with streaming media replays available 24/7 via the internet.

FBE-571: *Subject to sufficient enrollment*, FBE-571 will be offered in two sections, Tuesday evenings and Saturday mornings. The same lecture will be given live twice. **No matter which section you register for, you may attend whichever lecture section is most convenient for you in any given week.** However, we only have a class number for the Tuesday evening section (class# 15466). *In general, the Saturday Level I will not meet every week.* Consequently, two lectures (9am-12pm & 1pm-4pm) will be taught on those Saturdays when class is scheduled to meet. **First Lectures: Sat. Jan. 11, 2014 and Tues. Jan. 14, 2014.**

FBE-572 will be offered only on Saturday mornings. In general, Level II will not meet every week. Consequently, two lectures (9am-12pm & 1pm-4pm) will be taught on those Saturdays when class is scheduled to meet. (class# 15467). **First Lecture: Sat. Jan. 25, 2014.**

FBE-573 will be offered only on Saturday mornings. In general, Level III will not meet every week. Consequently, two lectures (9am-11am & 11:30am-1:30pm) will be taught on those Saturdays when class is scheduled to meet. (class# 15468). **First Lecture: Sat. Jan. 25, 2014.**

Lectures may BEGIN BEFORE or AFTER the start of the regular semester and/or END AFTER the end of the regular semester. Taking one of these classes for credit during your last semester before graduation **MAY DELAY YOUR GRADUATION** if you don't pass the USC final exam. **All dates subject to change!!!**

REGISTRATION OPTIONS:

- 1) **USC:** register for *FBE-571, FBE-572, or FBE-573.* Each course is a 3-unit MBA elective class.
- 2) **CFALA:** *NO USC credit!!*

Register through USC or CFALA - - NOT both!!

USC CREDIT REGISTRATION

You need a "D-clearance" to register for FBE-571/2/3. You can obtain the Spring 2014 Permission to Register and Prerequisite Waiver form from the FBE Office, BRI-308, 213-740-6515, via email from Terry Lichvar at tlichvar@usc.edu, or from the Schedule of Classes, where it has been posted in lieu of the Syllabus.

Please fill it out CLEARLY (*I can't help you if I can't read it!*), SIGN IT, and fax it back (or email a scanned copy) to the FBE department at 213-740-6650 or drop it off at BRI-308. No cover page is needed for a fax.

Your request will be evaluated and your enrollment will be approved or denied. If approved, your name, student ID number, and email address will be forwarded to the Marshall Registrar. After your permission to register (*and pre-req waiver if needed*) has been entered into the USC registration computer system, the Marshall registrar's office will email you, telling you that you now have permission to register for the appropriate course.

IT'S YOUR RESPONSIBILITY TO FOLLOW THROUGH AND ACTUALLY REGISTER FOR THE CLASS.

Some items to note:

1) REGISTRATION: Submitting the "Permission to Register" form *DOES NOT register you in the course, nor does it obligate you to register for the course. It only grants you permission to register. Once granted permission, YOU MUST REGISTER YOURSELF via USC's regular on-line registration process if you want to be in the class.* Webreg URL: <https://www.usc.edu/webregistration>

These classes do not close, so there is NO NEED to BID on them!!

If you are a **NON-BUSINESS graduate student**, you also need to obtain a **Non-Business Student Permission to Register form** from the Marshall School Graduate Registrar's office in Hoffman Hall (HOH), room 103. **You'll need the professor's signature on that form!!** *Once you've obtained the professor's signature, return the form to HOH-103 to register for the class.*

2) UNDERGRADUATE REGISTRATION: Unfortunately, undergraduate students are no longer permitted to register for MBA courses, even as a Auditor. *To attend this course, undergraduate students must register through CFALA on a NON-CREDIT basis. (See CFALA registration information on page 4.)*

3) COST: This is a standard 3 unit course. The cost to you is 3 units of tuition. ***Late registrations are subject to USC late fees. ALL LATE FEES ARE THE RESPONSIBILITY OF THE STUDENT!***

4) CFA Institute EXAM: ***Registering for FBE-571/2/3 DOES NOT REGISTER YOU FOR THE CFA exam!!!!*** Institute exam registration is SEPARATE. Go to: <http://www.cfainstitute.org/cfaprogram>

5) COURSE ADMINISTRATION: Course administration (*lecture schedules, class handouts, links to streaming media recordings, and all class change notifications*) are managed through the **USC/CFALA CFA Review Program website - - NOT BLACKBOARD.** <http://www.cfalacfareview.org>

6) CFALA LOGIN: After you register via webreg, I will forward your contact information to CFALA as a "USC registrant". CFALA will email to you a CFA® Review Program login for their website. **You will use the CFALA login to access the USC/CFALA CFA® Review Program website for materials.**

7) LECTURE SCHEDULES: Detailed lecture schedules are available from the CFALA website. Click on the **Class Schedules** link in the dark blue bar near the top, just under the CFALA logo: <http://www.cfalacfareview.org/>

LECTURE SCHEDULES (continued): *The schedules are SUBJECT TO CHANGE (including lecture locations!!); CHECK IT EACH WEEK before you come to class!*

- 8) COURSE HANDOUTS:** All lecture handouts are available from the CFALA website. Note that WE DO NOT PROVIDE COPIES OF THE HANDOUTS. You must download and bring your own handouts to lectures!!
- 9) STREAMING MEDIA:** We will be recording the lectures for all 3 courses. These recordings will be available 24/7 via the internet. If you can't attend lectures in person you can still watch them on-line. Access to streaming media lectures is via the CFALA website.
- 10) GRADUATION DELAY?** Taking one of these classes for credit during your last semester before graduation MAY DELAY YOUR GRADUATION if you don't pass the USC final exam. If you plan to graduate in May 2014: if you **pass the USC final exam = NO delay**; if you **fail the USC final = GRADUATION DELAY**; if you **don't take the USC final = fail the final = GRADUATION DELAY**.
- 11) GRADING:** These courses are **graded CREDIT/NO CREDIT** only. (Yes, *ONE course counts as 3 elective units toward your Core or PM MBA.**) These **units are NOT pre-approved** for credit toward any other USC grad or undergrad degree! *If you are not a Core or PM student, check with your academic unit BEFORE YOU REGISTER to determine credit options!!*
- 12) GETTING CREDIT:** There are no graded homework or midterms, nor is there any participation or attendance requirement. **To receive a grade of CREDIT in these courses, you must (A) take the USC final exam, AND (B) pass one of two exams: (1) the USC final exam or (2) the CFA® Institute exam** given at the end of the semester in which you were registered for the class.
- 13) * ELECTIVE CREDIT:** **You can only count ONE of the three classes as an elective toward your Core or PM MBA.** You can still register for the other courses through USC, but they will NOT count toward your degree. (*i.e.: if you have a scholarship or if your company will pay if you register through USC but not if you register through CFALA.*)
- 14) FINAL EXAM:** There will be a regular 2-hour final exam administered during the USC finals period. It will only include material covered in the course lectures completed prior to finals (there may be additional lectures AFTER the final exam). **THIS EXAM DETERMINES WHETHER OR NOT YOU RECEIVE CREDIT FOR THE COURSE!!** Attending the final exam is MANDATORY. *Not taking the final will result in a grade of NO CREDIT for the course even if you subsequently take and pass the CFA® Institute examination.* The final exam is NOT the practice exam listed on the lecture schedule. Details regarding the day, time, an location of the final exam will be emailed to all students approx. one month before the final exam is given.
- 15) PRACTICE EXAM:** **A value-added feature of the review program.** At the end of the course, a full-length (6 hour) practice exam is given. This practice exam is optional and has NO BEARING on course grading. *However, it does a good job of assisting candidates with preparing for the CFA Institute exam!*
- 16) SYLLABUS:** There is **no syllabus** for the course. The lecture schedule is available on-line, and it specifies the readings (study session as listed in the Curriculum) required for each lecture.
- 17) TEXT:** The text is the CFA Institute **Curriculum** that you received when you registered for the exam. IF you are NOT planning to register for the CFA Institute exam see Dr. Larry Harris (HOH-806, lharris@usc.edu or 213.740.6496). *He can assist you with purchasing a copy of the Curriculum.* DO NOT purchase used Curriculum materials via the internet!! *The materials for each Spring exam are NEW and no "used" version exists.*

18) SCHWESER: A value-added feature of this review program. If you register for FBE-571/2/3 and do not drop the course before the end of the drop and add period, you will receive a copy of the appropriate level Schweser self-study notes and access to their on-line testing at no additional charge. *DO NOT buy these from Schweser as there will be no tuition discount and Schweser has a VERY strict refund policy.* If you receive the Schweser materials and then drop the class before Feb. 1, **you MUST RETURN THE SCHWESER IN LIKE NEW CONDITION within 3 days** of dropping the class or you will be billed for the full retail value of the Schweser materials (approx. \$700)!

19) VALUE-ADDED PROGRAM OFFERINGS: USC registered students are eligible to participate in all of the value-added features of the review program, including the Candidate Connection, full length practice exam, Schweser materials, & (Level 1 only) CFA Lab tutoring, Mentor Match, and Accounting Essentials classes.

NON-CREDIT REGISTRATION through CFALA - <http://www.cfalacfareview.org>

If you are an undergraduate student who is ineligible to register for MBA classes, a non-Marshall grad student who cannot use these courses for USC credit, a Marshall grad student who does not want USC credit, or someone who is taking the CFA exam but is not a USC student, you can register for any of these 3 courses at the website of our co-sponsor, the **CFA Society of Los Angeles (CFALA)** at <http://www.cfalacfareview.org>

1) REGISTRATION PROCESS: Registration is done on-line or via a printable registration form available at the CFALA CFA Review program website. <http://www.cfalacfareview.org>

2) COST: The CFALA REGISTRATION FEE is \$1,499. There are discounts available for CFALA members and/or early enrollment. ***You cannot use tuition remission or your USC Card to pay the CFALA registration fee.*** CFALA accepts Visa, MasterCard, American Express, or check. **NOTE: A portion of this fee is NON-REFUNDABLE!! See the registration form/website for details.**

3) The course will NOT show up on your USC transcript and you CANNOT retroactively obtain USC credit for the course.

4) SCHWESER: Registration in this program INCLUDES a copy of the Schweser self-study notes, and access to their on-line testing at no additional charge. **DON'T buy them from Schweser!!!!**

SCHOLARSHIPS:

Access Scholarships: Access Scholarships provide a needs-based scholarship opportunity for those unable to afford the full price of the CFA Program enrollment and registration fees. The application deadline for this scholarship is AUGUST 31 for the following Fall and Spring exams. (Deadline has passed for Spr. 2014.)

Student and Partner Awareness Scholarships: Available to all student candidates. Covers the CFA[®] Institute Exam fees less the cost of the Curriculum. Because there are a limited number of scholarships and a lot of possible recipients, **we've implemented an application process for the Awareness Scholarships.** The form and instructions are available from BRI-308, via email from tlichvar@usc.edu, and they are posted as part of the "syllabus" document for FBE-571 on the USC Schedule of Classes website.

AWARENESS SCHOLARSHIP APPLICATION DEADLINE: received by 5:00 pm, Fri. Jan. 24, 2014

For additional information about USC registration or Awareness scholarships, please contact:

Terry Lichvar

Program Administrator
University of Southern California
Finance and Business Economics Department
3670 Trousdale Parkway, Ste. 308
BRI-308, MC-0804
Los Angeles, CA 90089-0804
213-740-6522
213-740-6650 fax
tlichvar@usc.edu

For advice regarding pursuing the CFA Charter, please consult with:

Dr. Larry Harris, CFA

University of Southern California
Finance and Business Economics Department
Office: HOH-806
213-740-6496
lharris@usc.edu

For additional information about CFALA registration or Access scholarships, please contact:

Diana Ravel

Administrator
CFA Society of Los Angeles, Inc.
520 South Grand Avenue, Ste 370
Los Angeles, CA 90071
213-613-1503 x702
213-613-1233 (fax)
www.cfala.org
cfareview@cfala.org

**Registering for this course
DOES NOT REGISTER YOU FOR
THE CFA INSTITUTE EXAM!**
Exam info: <http://www.cfainstitute.org>

**D-Clearance and Prerequisite Waiver
for FBE 571, 572, or 573 for Spring 2014**

Return to: **BRI-308**
or fax to: **(213) 740-6650**
or email: **tlichvar@usc.edu**

PLEASE PRINT clearly or type. Thanks!

Name: _____ USC Student ID#: _____

Phone #: _____ Email: _____

Please use an email address you actually check regularly!

Please indicate student status: MBA Core MBA-PM OC-MBA IBEAR _____
(mark all that apply) 1st year 2nd year 3rd year 4th year 5th year 6th year

Please indicate your current GPA: _____

No minimum GPA required. However, IF your GPA is below 3.0, you may wish to reconsider taking this course. CREDIT in this course will NOT help raise your GPA to the min 3.0 required to graduate!!

‡ Do you expect to GRADUATE in 2014? yes — taking this class MAY result in a delay in graduating ‡
if yes, what month? _____ no

Have you taken either prerequisite course?: **GSBA-521** yes no or **GSBA-548** yes no

Are you planning to take the CFA Institute CFA exam June 7, 2014? yes - Level _____ no
You are **NOT** required to take the CFA exam to register for these survey courses. We encourage non-CFA MBA students to enroll!

I wish to register for: select ONE only All courses are 3 units each and are graded CREDIT / NO CREDIT only.

- FBE-571** – Introduction to Financial Analysis (CFA I) Tuesday 5:30 pm - 8:30 pm 1/14/14 - 5/10/13 **Class# 15466**
- FBE-572** – Intermediate Financial Analysis (CFA II) Saturday* 9:00 am - 4:00 pm 1/25/13 - 5/10/13 **Class# 15467**
- FBE-573** – Advanced Financial Analysis (CFA III) Saturday* 9:00 am - 1:30 pm 1/25/13 - 5/10/13 **Class# 15468**

*The Saturday classes do NOT meet every week. Consequently there are TWO LECTURES on those dates when class is held. Class schedules: <http://www.cfalacfareview.org>

Credit is received if you (i) take the USC final, and (ii) pass EITHER:

- (A) The USC administered and graded Final Exam, given during a 2 hour final exam class session. **OR**
(B) The CFA Institute administered and graded CFA Exam, given on Saturday, June 7, 2014.

All USC registered students are required to take the USC Final Exam whether or not they plan to take the CFA exam.

By signing my name below I acknowledge that I have read and understand the following:

- 1) This class is 3 units, graded CREDIT / NO CREDIT.
- 2) You may count only ONE of the three courses as an elective toward a full-time or PM MBA **only**. Other students must obtain prior approval from their academic department or program to ensure these units can be applied toward their degree. **If you don't need or want the units, ask Terry about alternatives to USC registration.**
- 3) **ALL** students enrolled for USC credit are **REQUIRED** to take the USC Final Exam. *You will NOT receive credit for the course if you do not take the USC Final exam, even if you subsequently pass the CFA Institute Exam!!*
- ‡ 4) **If you pass the USC final exam, your graduation will NOT be delayed. IF you DO NOT PASS the USC final exam and you are scheduled to graduate in May 2014, failing the final exam WILL DELAY YOUR GRADUATION UNTIL AT LEAST DECEMBER, 2014.** It will delay your graduation even further if you also do not pass the CFA Institute exam.
- 5) CREDIT is assigned if the student takes the USC final exam, AND passes either of two exams (A) or (B) as explained above. You MUST sit for the USC final exam to receive credit!!! Credit is **automatically** assigned if the student passes the USC final exam. **If you fail the final exam but pass the CFA Institute exam, to receive CREDIT after passing the CFA Institute exam, students must FAX a COPY of their pass letter + USC Student ID number to USC FBE at (213) 740-6650 BY Oct. 1, 2014.**
- 6) Processing of this form only **GRANTS PERMISSION to register and WAIVES THE PREREQUISITE if needed.** ALL students **MUST REGISTER THEMSELVES** IN FBE-571, 572, or 573 via web registration prior to Jan. 10, 2014 to avoid a USC late fee or prior to Jan. 31, 2014 with a late fee. **Late fees are the responsibility of the student.**
- 7) Registering for this course **DOES NOT REGISTER YOU for the CFA Institute exam.** Exam info: www.cfainstitute.org

Student Comments: _____ *continue comments on the back if necessary →*

Signature: _____

Date: _____ *Please keep a copy for your own records.
You are responsible for knowing #1-7.
version 1 – 11/6/2013*

FOR OFFICIAL USE ONLY

- Granted
 Waive Prerequisite
 GPA counseling
 Denied

Terry Lichvar, FBE Program Admin.

Date: _____

Instructions for CFA Institute Partner Student (Awareness) Scholarship Application for the June 2014 exam

USC FBE SUBMISSION DEADLINE: 5:00 pm, Monday, January 27, 2014

STUDENT ELIGIBILITY:

Awareness scholarships are available to currently enrolled USC student candidates. Applicants must be full-time undergraduate students in their final year or full- or part-time graduate students at USC, and must fulfill all CFA candidate requirements to enroll for the exam.

SUBMISSION INSTRUCTIONS:

- 1) Fill out the top half of the Partner Scholarship Verification Form (on-screen or print legibly), print out, sign and date where indicated. A PDF form that can be typed on-screen is available from the CFA Institute website at: http://www.cfainstitute.org/Forms/partner_scholarship_june.pdf
- 2) Write a one page (usually 2 paragraph) statement explaining
 - why you are pursuing the CFA Charter, and
 - how the scholarship will help you achieve your goal.
 - *Dr. Harris evaluates **scholarship, dedication, service, and need** when choosing scholarship recipients.*
- 3) Submit the **signed Verification form, one page statement, and a copy of your current resume** via one of the submission methods listed below.

Submissions will be accepted by email, fax, mail, or in person.

Email: fbe@marshall.usc.edu
subject line: CFA Student Scholarship application - add your name here

Fax: ATTENTION: Terry Lichvar
Fax number: 213-740-6650
Please use a cover sheet to indicate that you are submitting your Student Scholarship application.

Mail: Terry Lichvar
USC FBE Dept.
BRI-308, MC-0804
Los Angeles, CA 90089-0804

In Person: Terry Lichvar, at the FBE main office in BRI-308
*The FBE Department office is open continuously from 7:30 am - 5:00 pm Mon-Fri.
You can give the application form, statement, and resume to any FBE staff member
and they will place your packet in Ms. Lichvar's mailbox.*

Dr. Harris will consider all of the applications (resumes and statements), and determine who will receive a scholarship. Terry Lichvar will then contact each applicant with the results. *Terry will return completed and faculty signed Scholarship Verification forms to scholarship recipients no later than January 31, 2014.* This will allow each recipient sufficient time to transmit his or her completed Verification form to the CFA Institute before the Institute's Feb. 3, 2014 submission deadline.

Submission of the completed Verification forms to the CFA Institute before their Feb. 3 submission deadline is the responsibility of the scholarship recipient. *The FBE Department will not be responsible for scholarships that are not awarded due to late submissions to the CFA Institute.* If requested, the FBE Dept. will fax or email the Verification form to the CFA Institute on behalf of the scholarship recipient, and provide the recipient with proof of submission.

CFA Program Partners
CFA[®] Institute Student Scholarship
Verification Form –June 2014 Exam

This form must be submitted no later than **03 February 2014**. You and the Program Director must complete the below information and sign where indicated. Once your scholarship has been processed and approved, you will receive further instructions by email within four (4) weeks. **A valid international travel passport is required for CFA Program enrollment/registration.**

Return form to CFA Institute University Relations: email to university@cfainstitute.org

SCHOLARSHIP FEE: US\$350

Candidate Completes Following

Complete Candidate Section by typing into the editable form fields

CFA Institute ID Number: _____ (if applicable) **Date of Birth (d/m/yr):** ___/___/___

Name of College/University: _____

Prefix (check one): **Mr.** **Miss** **Ms.** **Mrs.** **Dr.** **Prof.** **Rev.** **Hon.**

First (Given) Name: _____ *Important: your name on CFA*

Middle Name/Initial: _____ *Institute records must be the same*

Last Name (Surname): _____ *as the name on your passport.*

Mailing Address: _____

Telephone: _____/_____/_____
Country Code Area/City Code Local Number

Email Address: _____

Email address must be legible to allow receipt of important communications

Yes **No** I certify that I am a full-time undergraduate student in my final year of study *or* a full- or part-time graduate student and certify that I meet the Entrance Requirements for the CFA Program. My Program Director is sponsoring me for a scholarship.

Yes **No** I certify that I have reviewed and will adhere to the Official Rules for the Scholarship Program on the CFA Institute website.

Candidate Signature: _____ (date)

Program Director Completes Following

Program Director's Name: _____

CFA Institute ID Number (optional): _____

College/University Name: _____

College/University Address: _____

Email Address: _____

Telephone: _____/_____/_____
Country Code Area/City Code Local Number

I certify that I am the Program Director of the CFA Program Partnership for my university and that my university is a current CFA Program Partner University as defined on the CFA Institute website.

Program Director's Signature/Date: _____

Plan early! CFA Institute will not accept forms received after 3 February 2014.

For the current exam offering, the CFA Program enrollment fee (if applicable) is waived. Scholarship applicants pay a discounted registration fee that includes the e-book curriculum. Scholarships cannot be deferred to another exam offering.

Office Use Only: Prepaid Will register online Refund due Offer Code: SCHP_____

Date: _____ Authorization: _____