

# Walker College of Business



ONLINE ACADEMIC PLANNING ORIENTATION  
FOR STUDENTS WHO HAVE OFFICIALLY DECLARED  
A BUSINESS MAJOR

# Purpose of this Orientation



## **WELCOME TO THE WALKER COLLEGE OF BUSINESS!!!**

- This orientation program is designed to introduce you to some of the requirements, policies, procedures and expectations in the Walker College of Business.
- If you have any questions about anything in this program, you should make a note of them to ask your business advisor during your first meeting. We recommend that you meet with a business advisor as soon as possible after declaring your major.

# COB Advising Website



[www.business.appstate.edu/advising](http://www.business.appstate.edu/advising)

- This is the website for the COB Advising Center. You can go to this site to get information about the various business majors, to get check sheets for the business majors or minors, to register for the Basic Computer Skills Proficiency Test and much, much more.
- You should visit this site periodically to check for updates that may affect you.

# Making an Advising Appointment



- To make an appointment with a business advisor, go to room 2126 Raley (through the 2<sup>nd</sup> floor student lounge) and sign up in one of the advising notebooks. If you are an international business major, you must sign up in the international business notebook. All other business majors can choose to sign up to see any other business advisor.
- The COB Advising Office Hours are as follows (except during inclement weather):
  - Fall and Spring** – Monday through Friday, 8:00am – 5:00 pm
  - Summer** – Monday through Thursday, 8:00am – 4:00pm
  - Friday, 8:00am- 12:00 noon
- It is important to meet with a business advisor as soon as your records are moved to the COB so that you can begin long term academic planning.
- **ADVISING APPOINTMENTS ARE SCARCE CLOSE TO EARLY REGISTRATION!!!!!! Please sign up for an appointment early in the semester.**

# Progress Sheets



- During your advising session, you will be given a copy of your progress sheet and, typically, a long term plan. The progress sheet gives you an overview of your requirements. You should use the progress sheet and long term plan in conjunction with the major check sheet and the university's General Bulletin for complete information regarding academic programs and requirements.
- **It is your responsibility to read and abide by all information printed on the progress sheet and long term plan. Many important policies and reminders are pre-printed on these forms.**
- Be sure to keep all copies of the information you receive from an advisor; however, your most recent plan is the one you should follow. If your advisor has helped you to work out several options for how to proceed with your long term plans, be sure you are following only one of these options (do not follow parts of two different plans).

# No Show Policy



- Because the COB Advising Office has a very small advising staff, it is important that you sign up early for an appointment and also show up on time for those appointments.
- **If you are 10 minutes late for a 30 minute advising appointment, you will be considered a “no show” and must reschedule your appointment.**
- If you “no show” twice in a semester, you will be unable to make another advising appointment during that semester. You can, however, come during walk in advising days (there are at least two walk in days each semester: the last day to drop a full semester course and the day just before the schedule adjustment period near the end of the term).

# Declaring a Major and Being Admitted to the COB



- You have declared a business major and your records have been sent to the COB. This does not necessarily mean that you have been admitted to the COB. There are a number of requirements that must be met before you will be admitted to the COB.
- Since you have declared your major, you will meet with a business advisor, even if you are not admitted to the COB.
- **If you are not officially admitted to the COB, you can take no more than five 3000/4000 level business courses.** Students who are admitted to the COB can take any 3000/4000 level business course if all prerequisites have been met.
- Students who follow the recommended progression of courses and are admitted by the junior year should have no problem registering for upper level business courses (unless the courses are full).

# Admission to the College of Business



## To be admitted to the COB, you must complete the following:

- 60 earned hours
- 2.5 cumulative GPA (you must have this at the time all other requirements are met)
- ENG 1000 with a minimum grade of “C”
- ENG 1100 with a passing grade (if you enter ASU before Fall 2009 or ENG 2001 with a minimum grade of “C” (if you entered ASU Fall 2009 or later). Students who entered ASU Fall 2009 through Summer 2010 can substitute ENG 1100 with a minimum grade of “C” for ENG 2001. Students who transfer in with “CCC Core” or “GEP Met” on their transcripts will meet these two English requirements if they earned minimum grades of “C” in each freshman English course in the Gen Ed Core at the NC community college.
- MAT 1030 (or 1110) with a passing grade (other calculus courses may count; please see a business advisor if you took a calculus course that transferred in as an elective)
- 2.0 average in the following courses: ACC 2100, ACC 2110, ECO 2030, ECO 2040, ECO 2100 (or STT 2810), LAW 2150
- Passing score on the Basic Computer Skills Proficiency Test or a passing grade in CIS 1026/2025
- No outstanding grades of incomplete “I”

# Computer Proficiency Test



- **If you have not already taken the Basic Computer Skills Proficiency Test, you should take it as soon as possible.** Students who do not pass this test after two attempts must make a passing grade in CIS 1026/2025 (which will count as elective credit). You are not required to take the test if you prefer to take the course.
- Registration for the computer test is online during designated times at [www.business.appstate.edu/advising](http://www.business.appstate.edu/advising). The test is typically given at specific times during drop/add and again several weeks into the semester (before early registration). In the summer, it is only given during drop/add. Registration for the test usually ends one week prior to the first test session.
- Information about how to prepare for this test is available online at [www.business.appstate.edu/advising/testsfq.php](http://www.business.appstate.edu/advising/testsfq.php)
- If you have taken a course at another school that you think is equivalent to CIS 1026/2025, you should contact the chair of the CIS department, Dr. Dawn Medlin (medlinbd@appstate.edu), to see if you can get credit for CIS 1026/2025. This course deals a great deal with Microsoft Office applications, with an emphasis on spreadsheets and word processing.

# Recommendation About COB Admission Requirements



- **It is recommended that you complete all course requirements for admission to the COB in the sophomore year prior to beginning 3000/4000 level business courses.** In some cases, it may not work out for you to do this (typically for transfer students or students who change majors late). If you cannot finish your course requirements for admission to the COB by the end of the sophomore year, you should make every effort to complete them during the first semester you take 3000/4000 level business courses).
- **Prior to admission to the COB, you can register for no more than five 3000/4000 level business courses.** This includes all courses previously taken, currently in or already registered for in a future term.
- **If you are not admitted to the COB by the beginning of the junior year, you will most likely be unable to early register for upper level business courses during the junior year and thereafter until admitted.**

# 3000/4000 Level Business Courses



## To take 3000 level business courses, you must have:

- 57 earned hours for the 3000 level business core courses (CIS 3050, FIN 3680, MGT 3630, MKT 3050, POM 3650)
- 60 earned hours for all other 3000 level business courses
- a minimum cumulative GPA of 2.0 or admission to the COB
- all course prerequisites

*Note: Business majors cannot get credit for MGT 3010 or FIN 3010 (these are for business minors)*

## To take 4000 level business courses, you must have:

- 90 earned hours
- a minimum grade of “C” in ENG 3100 or BE 3340
- a minimum cumulative GPA of 2.0 or admission to the COB
- all course prerequisites

***You may register for no more than five 3000/4000 level business courses prior to admission to the COB!!!***

# 4000 Level Business Courses



- **You must earn a minimum grade of “C” in either ENG 3100 or BE 3340 prior to taking any 4000 level business courses.** The COB strongly recommends that you take all additional business core courses (CIS 2050/3050, ECO 2200, FIN 3680, MGT 3630, MKT 3050, POM 3650) prior to taking 4000 level business courses.
- **You must take all 2000/3000 level business core courses prior to taking MGT 4750/4760 (Strategic Management/International Strategic Management) and BUS 4000 (Business Capstone Experience).** BUS 4000 is only required if you entered ASU Fall 2009 or thereafter.

# Course Sequencing



- Always pay attention to course prerequisites. Many business majors have courses that must be taken in a set order.
- For some business majors, there are major requirements offered only once a year. It is your responsibility to be aware of courses that are offered only during a specific term and to be prepared to take those courses when they are offered (by having met the course prerequisite, having the appropriate number of earned hours and being admitted to the COB in a timely way). If you are not eligible to take one of these courses when it is offered, you will have to wait a year to be able to take it.
- There are many business courses that are not offered in the summer, so **summer is not always a time you can make up courses missed during the fall or spring.**

# Summer Course Work



- **If you are planning to take course work in the summer (especially if you are planning to graduate in that summer), you should ALWAYS check summer course offerings PRIOR TO THE BEGINNING OF THE PREVIOUS SPRING SEMESTER to be sure the courses you want to take in the summer are offered.**
- In addition, if you need to take more than one course in the summer, you must check to see that the courses you need to take are offered at different times in the summer.
- You should be aware that, occasionally, a course initially on the summer schedule of classes may be dropped due to budget constraints or lack of demand.

# Registration



- During registration periods, if you are having trouble getting into open business courses that you think you are eligible to take, you should go the COB Advising Center in 2126 Raley for assistance.
- If you have trouble getting into closed business courses, you must get permission from the academic department (for ECO courses, get the instructor's signature and then go to the main Economics Office for a permit; for all other business courses, go directly to the chairperson to request a permit). There is no guarantee that you will be added to a closed course, so it is important that you register as early as you can.

# Registration (continued)



- **If you are requesting registration assistance, you should always come prepared with your Banner ID number, the course prefix, number and section and the CRN.**
- Typically, but not in all cases, declared business majors will not need a PIN number to register since advising is not required. Student athletes and others receiving priority registration privileges are some of the students likely to need a PIN number. COB Advisors do not have PIN numbers for business majors. If you are a declared business major and are required to have a PIN number, it is for a reason other than required advising by the COB and you should be receiving that PIN number from someone else.
- If you are being asked for a PIN number and you do not know why, contact the Registrar's Office at 262-2050.

# Exceptions to Policy



- The policies and prerequisites associated with the COB are, in great part, dictated by the AACSB (The Association to Advance Collegiate Schools of Business). This is the accrediting organization that is responsible for accrediting quality business programs worldwide.
- You will not be granted an exception to take courses for which you are ineligible or to waive policies simply because you have not met prerequisites or have not abided by policies or procedures, even if this means you may have to extend the time until your degree is completed. Department chairs can override course prerequisites (although it is rare that they do), but not other prerequisites (such as junior status).
- **Exceptions to policies, procedures or prerequisites are rarely granted and, when they are, only when documented circumstances exist that are beyond the control of the student. Requests for exceptions should be directed to the Director of the COB Advising Center in 2126 Raley Hall.**

# Exceptions to Policy (continued)



- **ASU grants a limited number of repeats and drops; you should be aware of how many you have used.** You can find this information in Self Service under “Registration Detail”. Deadlines for using these are on the online academic calendar at [www.registrar.appstate.edu](http://www.registrar.appstate.edu). When a repeat form is used, the initial grade will be removed from your cumulative GPA but it will remain on the transcript.
- If you entered ASU prior to Fall 2007, you are allowed to file repeat forms on five different courses in order to remove the initial grade from the cumulative GPA calculation. If you entered Fall 2007 or after, you can file repeat forms on only four courses. Repeat forms must be filed in the Registrar’s Office by the last day of class in the semester in which you repeat the course.

# Exceptions to Policy (continued)



- You can drop and add courses without restriction during the drop/add period each term but can only drop four courses after drop/add ends through the end of the drop period (about nine weeks into the semester) the whole time you are at Appalachian. Drops in the summer do not count towards this limit of four. When you drop courses after the drop/add period, they will show up on the transcript with a grade of WC (withdraw from course). You should always double check your schedule when adding or dropping a course to be sure the schedule change was processed as expected.
- **You will not be granted late or additional drops or late adds due to being unaware of what is on your schedule or due to registration system problems (unless you contact the COB Advising Office within three business days after the last day to add or the last day to drop.**

**IT IS YOUR RESPONSIBILITY TO BE AWARE OF THE COURSES ON YOUR SCHEDULE AND TO CHECK YOUR SCHEDULE WHENEVER A CHANGE IS MADE.**

# Exceptions to Policy (continued)



- **Late or additional drops are not granted due to poor performance in a course, because the course is not required or because of a conflict with work.**
- Requests for medical withdrawals or late/extra drops for medical reasons must be directed to Student Health Services during the semester in which the course(s) is being taken. Medical withdrawals/reduction in course loads are not granted retroactively. Requests for withdrawal for psychological reasons must be directed to the Counseling and Psychological Services Center. Students who are granted a psychological withdrawal cannot re-enroll at ASU for at least six months.
- Requests for late drops for personal reasons must be accompanied by official documentation supporting the request. Late or additional drops are only considered when documented, extenuating circumstances exist that are beyond the control of the student.

# Grad Audit and MGT 4750



- **A graduation audit must be completed before a student can enroll in MGT 4750.**
- You should sign up for a graduation audit early in the semester before your last semester of course work (the monitor outside of the COB Advising Center will advertise the Grad Audit dates early in the semester).
- You must complete a graduation audit as follows:

## **Term finishing coursework:**

spring semester

summer semester

fall semester

accounting majors doing a spring internship

students studying abroad in the last terms

COB Honors students

## **Term of grad audit:**

previous fall

previous fall

previous spring

*(see next page)*

see advisor

spring of the junior year

# Grad Audit and Accounting Majors



- Accounting majors often take MGT 4750 in the fall of the senior year and graduate the following May after an internship in the spring of the senior year. Accounting majors planning to do this should have a graduation audit completed early in the spring semester of the junior year (just before the semester in which they will be taking MGT 4750).
- Accounting majors who plan to return to Appalachian after a spring internship and take MGT 4750 in the following summer can wait to do a graduation audit until the fall of the senior year.

# Applying to Graduate



- **You must apply to graduate** with the Registrar's Office early in the semester in which you intend to finish (or, for summer graduates who want to walk in the May graduation ceremony, applications should be submitted in the spring).
- **Walking in a graduation ceremony is NOT the same as graduating!** If you are completing a graduation application in the spring semester because you are walking in the spring ceremony, but you are actually finishing after one or more summer courses, be sure to apply to graduate early in the spring semester but indicate that you are an August graduate on your graduation application (so your name will be in the program for the May ceremony but your graduation date will be printed correctly on your diploma).
- If you apply to graduate in a specific term and then do not complete degree requirements in that term, you must contact the Registrar's Office to move your graduation application to a future term. It is recommended that you contact a COB advisor to be certain that you know what type of graduation shortage you have.
- If all degree requirements are not finalized by the end of the term in which you plan to graduate (i.e. if a grade is turned in late because you were given an extension on completing the course), you are likely to have to move your graduation date forward to the next term.

# COB Honors Program



- The COB Honors Program selects a small number of qualified students early each spring semester to participate in the COB Honors Program during the next three or four semesters. Students in the program will take five 3000/4000 level business core courses (FIN 3680, MGT 3630, MKT 3050, POM 3650, MGT 4750) at the honors level and must complete an Honors Thesis. The COB Dean's Office tries to contact any eligible COB major with a minimum cumulative GPA of 3.4 at the beginning of the spring semester to invite him/her to apply for the honors program. Any business major who meets the eligibility criteria is welcomed to apply even if he/she did not receive the announcement.
- If you have already taken more than one of the five courses mentioned above, you will typically not be eligible for the COB Honors Program.

# Study Abroad



- The College of Business has a comprehensive summer study abroad program with faculty led programs traveling to a variety of countries. These programs are usually for three to six hours of COB elective credit. In addition, there are a number of three hour business courses taught during the fall or spring that contain a study abroad component. These courses have limited space, so interested students should communicate with the faculty leader as early as possible. Information about these programs is usually available on the international programs bulletin board in the lobby outside of the second floor student lounge.
- Quite a few business majors also take advantage of the semester long or year long study abroad programs available through the Office of International Education and Development. These semester long programs take quite a lot of planning and students should begin the process as much as a year in advance. A minimum of a semester abroad (at least 10 weeks) is required of international business majors.
- Business majors (international business majors as well as other business majors) intending to study abroad for a semester or a year should meet with the international business advisor to begin planning for this experience. The appointment book is in the service window of 2126 Raley Hall.

# Internships



- Business internships for credit can only be done by students admitted to the College of Business. Health Care Management majors (in the College of Business) and Hospitality and Tourism Management majors have a required internship; most accounting majors will do an optional internship during the first half of the spring semester in the senior year. Many other business majors will opt to do an internship for credit. The majority of business internships are paid internships.
- With the exception of the accounting internship, most internships are done during the summer after the junior year. Planning for these should begin in the fall of the junior year. If you are interested in exploring the option of an internship, you should contact Michelle Boisclair ([boisclairm@appstate.edu](mailto:boisclairm@appstate.edu)), Director of Career Services.
- Where your internship credit is applied will depend on your major. See a business advisor to find out where your internship can count to fulfill degree requirements.

# Tuition Surcharge



- You should be aware of a tuition surcharge that is placed on students who have more than 140 attempted hours. Beginning Fall 2010, the surcharge 50% of the tuition. This policy is from the state of North Carolina, not from Appalachian.
- Students pursuing double majors or double degrees should contact their degree granting college if they receive a bill for a tuition surcharge. The college can inform the Registrar's Office of additional hours required because of the multiple majors/degrees. This can increase the number of attempted hours allowed before the student is assessed a surcharge.
- More information about the tuition surcharge is available online at <http://www.registrar.appstate.edu/records/tuitionsurcharge.html>.

# COB Career Services



- The Director of Career Services for the College of Business, Michelle Boisclair, is also available to assist with career planning and job search strategies.
- Career Services is located in 2019A Raley Hall.
- You should take advantage of the COB Career Services as soon as you decide to become a business major – career planning is not just for seniors!!!
- Visit the COB Career Services website at [www.business.appstate.edu/career](http://www.business.appstate.edu/career)

# We Look Forward to Seeing You!!!



- Please plan to visit the COB Advising Center in 2126 Raley Hall often and take advantage of our services. We look forward to working with you soon.

Undergraduate Advising Center

Walker College of Business

2126 Raley Hall

Appalachian State University

Boone, NC 28608

828.262.2700 (phone)

828.262.6968 (fax)

[cobadvising@appstate.edu](mailto:cobadvising@appstate.edu)

[www.business.appstate.edu/advising](http://www.business.appstate.edu/advising)

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