



Faculty Advising Handbook  
2018-19

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**CBA Faculty Advisors**  
**WELCOME!**  
**Fall 2018**

**ADVISING HANDBOOK**

There are also many new resources on the web for anyone to access. The link for the site is found under the “*Resources for Students*” tab on the CBA home page: <https://www.uwlax.edu/cba/resources-for-students/>.

**NEW FRESHMEN**

We will let you know the date, time and location of our **First-Year Student Meet & Greet** when we finalize the plans.

This summer during the START first-year registration program, we stressed the importance of academic advising to students and their parents. In mid-August, emails were sent to our **new business freshmen** that included information about contacting their advisors. **They were encouraged to make an early contact with you and many of them will. I also encourage you to make early contact with them.** They all have email addresses, and their local addresses should be available by the end of next week.

The packet of information we gave to the first-year students when they registered included: a curriculum guide; information about our advising program; a general outline of course sequencing (freshman through senior year); how to change majors; and information about the registration process for second semester. These items were explained at their registration meetings. *Thanks again to the faculty who participated this year!*

**OFFICE HOURS**

Please be sure to post your office hours as soon as possible, AND MAKE SURE YOUR NAME IS VISIBLE ON YOUR OFFICE DOOR. **Please also consider posting your office hours on your UWL profile page at <https://stage.uwlax.edu/profile>.**

**FOUR-YEAR GRAD GUARANTEE**

Qualified students must set an appointment with me to discuss the program by mid-semester (Oct. 22). Contracts will not be issued after that date. (The International Business major is not included in the guarantee program.)

**ACADEMIC ADVISING CENTER (AAC)**

Students who are REALLY undecided about their undergraduate program should be encouraged to visit the AAC, 1140 Centennial Hall. Students can visit with either one of the professional advisors or one of the student peer advisors.

**CALL OR EMAIL** me when you have questions or concerns. If I don't have the answer, I can find out who does. I'll also send out announcements from time to time as important information becomes available. Please don't hesitate to make suggestions to me, and your colleagues, to improve academic advising. It's important to all of us and plays a significant role in our students' success.

***Thank you in advance for all your renewed efforts this year.***

**Nicole Vidden**  
CBA Academic Services Director (ASD)  
[nvidden@uwlax.edu](mailto:nvidden@uwlax.edu)  
Office: 608.785.8090  
Direct: 608.785.8092

# **PART I**

## **GENERAL INFORMATION**

### **ADVISING RESOURCES**

## Some suggestions for establishing advising relationships....

- **Post/publish office hours** by the first class day.
- **Send a note of introduction and welcome to your new advisees.** Invite them to stop by. Students have on-campus email addresses after they registered in July. You can access your advisees from your Faculty Center in WINGS. **The CBA will host a First-Year Student Meet & Greet in the fall;** urge your advisees to attend.
- Ask your advisees, particularly new freshmen and transfer students, to provide some **written information about themselves:** goals; hobbies; their sense of themselves academically; where they're from; family; etc. Consider providing information about yourself to your advisees, too.
- **Create some type of portfolio,** electronic or paper, for your advisees, at least those who meet with you. You might keep a copy of notes of conversations and discussions about various issues, copies of recommendations you may write, copies of correspondence/email you may send or receive, etc. This can provide both you and your advisee with useful information on which to follow-up.
- Consider **requiring an advisee contact** at some point during the semester; registration time is probably the most logical opportunity. If you wish to try this, contact the Dean's Office for information. [With the exception of Accountancy and International Business, the CBA does not require registration advising. ACC and IB majors cannot register without having met with their advisors.]
- Provide a written **referral** to the Academic Advising Center (AAC) to your **really undecided advisees.** Consider notifying that office about such students; they will follow-up! AAC is located in 1140 Centennial Hall.
- **Share your successes with** and seek the advice of **your colleagues.**
- Understand that some advisees will not take advantage of the myriad of advising opportunities provided to them, despite all of our efforts. Concentrate your energy and thoughts on those who do.

## Advising Responsibilities and Expectations

Based on the College's commitment to providing quality programs for our students, and the students' expressed needs, it is expected that **every faculty advisor should, at the minimum, be able to competently address these academic advising areas:**

- Requirements in the general education program
- Requirements in the business core and major
- Requirements for admission to the business program
- Career possibilities related to your area of expertise
- Probation/Retention Standards

## Advising Training

The Dean's Office provides advising training to new faculty each year, and all advising faculty are invited to participate in these sessions to update their own knowledge, and to share their expertise and experience with the new faculty.

The Dean's Office also provides a special workshop for those faculty who will be advising incoming first-year students during summer START days.

## Advising Evaluation

The academic departments and the Dean's Office conduct ongoing evaluations to assure quality advising. Each summer the new first-year advising/orientation sessions are evaluated by the students. Every other year the CBA also conducts a program assessment of current students and alumni using Educational Benchmarking Inc. (EBI). The survey includes some advising satisfaction questions. Every 3-5 years the CBA evaluates advising (students and faculty) using its own surveys.

## Advisor/Advisee Assignment

All students with declared majors in business are assigned to faculty in the following manner:

- **ACCOUNTANCY** majors to accountancy faculty
- **ECONOMICS** majors to economics faculty
- **FINANCE** majors to finance faculty
- **FIN (RIFP)** majors to finance faculty
- **INFORMATION SYSTEMS** majors to information systems faculty
- **INTERNATIONAL BUSINESS** majors to the IB Director
- **MANAGEMENT** to management faculty
- **MARKETING** majors to marketing faculty
- **UNDECIDED** majors to economics faculty

Advisor assignments are made, randomly, within the above departments. Some departments have designated advisors for certain major tracks. Assignment is done in the Dean's Office.

**New first-year students** are assigned in the summer after they've registered. Notice of advisor assignment is sent to them before they arrive on campus.

**New transfer students** are assigned within the first week of each term.

**Students changing majors** are assigned at the time they submit their major change to the Dean's Office, up until mid-semester. Advisor and major changes are not done while registration is in progress.

Students can check their advisor assignments on the WINGS system. **Faculty can view or obtain a current list of advisees** in their **Faculty Center in WINGS**. All ADAs are also able to access this information, as well as the Dean's Office. Each advisor has access to their advisee emailing list.

Occasionally, a student may **request to change advisors**, though they are not changing their major. A form for such a request is available in the Dean's Office or online. Approval by the "new" faculty advisor, department chair, and Dean is required to effect the change.

## Multicultural Business Scholars Program

In the last few years, in collaboration with the Office of Multicultural Student Services (OMSS), the CBA started this program for new first-year students of color. Students take ECO 110 together as a cohort in their first semester and ECO 120 as a cohort in the second semester. The second year, they will continue to take ACC 221/222 together. They also receive mentoring and advising from faculty advisors.

## Program Information Resources

The **Advisement Report (AR)** is the university's **automated electronic degree audit**. Faculty and advisees can view the ARs at any time in WINGS. Questions concerning the accuracy of the reports should be referred to the Dean's Office. (cont.)

All requirements and information for programs, general education, and university policies and procedures are found in the **University catalog**. The undergraduate catalog is published every year online. Degree requirements are determined by the catalog in effect when the student enters the university.

**CBA curriculum guides** are issued from the Dean's Office and are continually updated. The guide includes the requirements for the general education program, business core, business majors and minors. Some CBA departments/majors have versions for their programs, as well. (MKT, FIN, IB, IS).

## Academic Issues

Students are subject to the program requirements and policies stated in the catalog in effect when they enter (or re-enter) the University. The Advisement Reports (AR) are driven by these requirements. Students may move to a newer catalog, but not back to an older version. Except in special circumstances, they must meet the requirements as stated, in total, for their major, minor, etc.

- **Course Substitutions or Waivers** – Occasionally, students may need to seek exceptions or substitutions, especially in cases where a required course is not offered. Students seeking course substitutions or waivers should be referred to the Dean's Office for review, appropriate paperwork and, when necessary, action by the University Undergraduate Curriculum Committee (UCC). Requests for substitutions for graduating seniors will not be considered after the first four weeks of the semester.
- **Prerequisites** – Course prerequisites frequently change, and students are subject to these changes regardless of what catalog they are following. You should be aware of prerequisites for courses in your own program, and the CBA core. When advising students, be sure to use a current catalog for course prerequisites, especially for courses outside the business areas.
- **Remedial Course Requirements** – All new freshmen are required to submit ACT or SAT, and placement test scores for English and math, before they register for their first semester. Occasionally, the scores place students at the lowest remedial level in math and/or English (MTH 050, ENG 050); such students are required to complete the remedial courses by the time they've earned 30 credits, or during their first year. Students are advised about this at summer START, and are encouraged to register for the course(s) their first semester.
- **Placement in Mathematics** – Students are **required** to start math courses at the level in which they have placed. If advisees have questions or concerns about their placement level, they should be referred to the Math Department Chairperson.
- **Dropping Courses** – Students may drop classes online through the first 10 days of the semester. Instructor or faculty advisor signature is required after that point. Students may drop through the eighth week of the semester. There is no limit to the number of courses a student may drop. **It is appropriate to caution students who want to drop any pre-business courses. They need to consider what dropping such courses will mean to their progress in, and admission to, the business program.**
- **Withdrawing from the University (dropping ALL classes)** – Students contemplating withdrawing from the University must contact the Office of Student Life (149 Graff Main Hall), which will provide a checklist of procedures to follow and will also offer counseling about such a decision. Grades of "WP" or "WF" are recorded, if the withdrawal occurs after the established midterm point. "WF" grades **DO** affect students' grade point averages.
- **Probation and Retention** – Probation and retention standards are issues advisors may need to address from time to time. The standards are outlined in the University catalog; a copy is included in Part III of this handbook. Questions about the standards should be directed to the Dean's Office. **Many faculty, and most students, are unaware that it is possible to be suspended from the University for ONE bad semester.** If a student's semester grade point average is ever less than 1.0 they are automatically declared ineligible to return to the University. Thus, a student who's had a decent, or even exemplary, record can be dismissed for one poor semester. Students should be encouraged to immediately repeat courses in which they earn unsatisfactory grades,

particularly if they have been placed on academic probation. The **Counseling and Testing Center** can provide **help** with such issues as **time management, study skills, test anxiety, and special needs assistance**. This office will also provide counseling for personal problems, eating disorders, substance abuse, etc. **Students on probation will be required to meet with their faculty advisor prior to registration.**

Good Standing	Warning	Probation	Suspension
Cumulative and semester GPAs $\geq 2.00$	Cumulative GPA 2.00 or higher and semester GPA 1.00-1.99	Cumulative GPA less than 2.00. Probation takes precedence over warning	<ol style="list-style-type: none"> <li>1. Semester GPA below 1.00</li> <li>2. Failure to regain good standing after two consecutive semesters on probation</li> <li>3. Failure to regain good standing the semester immediately following readmission from suspension</li> </ol>

## Advising for Admission to the Business Program

This is a vital advising issue for students in the first half of the degree. **Requirements for admission are listed in the catalog, the curriculum guides; and the CBA website.** However, you need to counsel your advisees, during the first-year and sophomore year, to complete the requirements in an appropriate way so they will be eligible for admission at the start of the junior year. Appropriate scheduling sequences are identified in Part II of this handbook; a sample application form is in Part III.

**Students must be admitted to the business program in order to enroll in all 300/400 level business courses except those in Economics, ACC 311, FIN 360, MGT 301, IS 300, and IS 310.**

Application forms are available on the CBA website and in the Dean's Office. They **are due by mid-semester**. Students completing admission requirements over a winter session or summer session, must apply in the preceding semester by the deadline (this requires early planning). **Applications not submitted by the mid-semester deadline are not processed until grades are posted at the end of the semester.**

## Career Advising

Career advising in your area of expertise should be provided as part of the advising process. You should be able to at least identify careers/career titles that are associated with your major area. Refer to your department's handbook, brochures, and Career Services Placement Report for helpful information. There are also numerous websites, too.

When your advisees need information outside your area, and you don't feel competent to provide such advice, refer them to the department/colleague that does, or to the Dean's Office.

Undecided students may need to be referred to the **Academic Advising Center** (1140 Centennial Hall) or **Counseling and Testing** (2106 Centennial Hall). These offices will provide individual counseling along with printed, audiovisual and online information. They will also administer "interest inventory" tests to help students make choices.

**Career Services** (1140 Centennial Hall) provides staff to help students get ready for and begin the job or internship search. They provide workshops on various related topics, and work one-on-one with students. Career Services also **coordinates CBA internships for credit.**



**BUS 350, Career Preparation**, prepares students to change from the academic environment to the professional environment. This 1 credit course is offered each semester and is intended for students at the junior level, at least; prerequisite is admission to the business program.

## Supplemental Advising

The Dean's Office coordinates the CBA advising program, and tries to provide services and information to address advising needs of faculty and students. The CBA Academic Services Director, Nicole Vidden, is responsible for these duties. She is also responsible for confirming, to the University, that students have met all degree requirements.

The Dean's Office also advises new transfer students and coordinates the summer START first-year orientation/registration program.

## Student Support Offices

It is not reasonable to expect that every faculty member can give their advisees the answers to every question they may have, but you should be able to refer students to an appropriate office or staff member. Student support offices and personnel to whom you may need to *refer* students for assistance are listed below. If in doubt, call the Dean's Office.

### **ACADEMIC ADVISING CENTER (AAC)** – 1140 Centennial Hall

Assists students who are undecided about their collegiate program. Staff there will assist such students in determining the educational path most suitable for them. They do not provide academic advising about the business program or majors.

### **ACCESS CENTER** – 165 Murphy Library

Provides special advising and tutoring services for students with diagnosed physical and learning disabilities. Also provides information to faculty regarding accommodations for such students.

### **ADMISSIONS** – 2320 the U

Responsible for the admission of new, special and transfer students.

### **ARTS & COMMUNICATION, SCHOOL of (SAC)** – 260 Morris Hall

Advise students considering majors in the arts areas (art, music, comm studies, and theatre arts).

### **CAREER SERVICES** – 1140 Centennial Hall

Assists business students in the job search and internship placement; includes the Coop. Ed. /Internship services.

### **COUNSELING & TESTING CENTER** – 2106 Centennial Hall

Help students with career and majors search questions, as well as counseling for other personal issues. Administers national and international testing programs.

### **EDUCATION, SCHOOL of (SOE)** – 145 Graff Main Hall

Provides advice for students interested in teaching programs, elementary, secondary, early childhood and special education.

### **FINANCIAL AID** – 215 Graff Main Hall

Handles all matters regarding federal and state financial aid programs.

**INTERNATIONAL EDUCATION & ENGAGEMENT (IEE) – 1209 Centennial Hall**

Responsible for the admission of international degree and exchange students; study abroad programs for UWL students; ESL program; advising international students.

**INVOLVEMENT CENTER (University Centers) – 3200 The U**

Connecting point for students interested in becoming involved in volunteer activities on and off campus.

**LIBERAL STUDIES, COLLEGE of (CLS and SAC – see below) – 260 Morris Hall**

Advise students considering majors in the liberal studies and fine arts areas.

**MULTICULTURAL STUDENT SERVICES (OMSS) – 1101 Centennial Hall**

Provides a multitude of services for minority/multicultural students, including special tutoring and study skills. Also coordinates social and cultural campus events and community outreach efforts.

**RECORDS & REGISTRATION – 117 Graff Main Hall**

Coordinates most aspects of registration, and maintenance of student academic records.

**SCHOLARSHIP RESOURCE CENTER – 215 Graff Main Hall**

Handles student scholarships from both UWL and outside sources. (<https://www.uwlax.edu/scholarships/>)

**SCIENCE & HEALTH, COLLEGE of (CSH) – 205 Graff Main Hall**

Advises students contemplating majors/careers in areas served by that college, including physical therapy, medical technology, physician assistant, science, math, sport management, recreation, exercise science, community health.

**STUDENT LIFE – 149 Graff Main Hall**

Coordinates the process for withdrawing from the University. Will notify instructors of student absences. Coordinates legal aid program; student conduct policies and procedures.

**STUDENT SUPPORT SERVICES – 2131 Centennial Hall**

Provides various special advising and tutoring services for qualified students (first generation; low income) for the federally funded program.

# **PART II**

## **REGISTRATION & CURRICULUM INFORMATION**



College of Business Administration

## BACHELOR'S DEGREE

Generic, sample four-year degree plan for majors in *Accountancy; Economics; Finance; Finance-Risk Insurance, Financial Planning; Information Systems; Management; Marketing.*

A minimum of 120 semester credits is required for the degree.

<p><b>Freshman Year</b> Semester I</p> <p>ECO 110 or 120 Math / Statistics 2-3 General Education courses, including ENG 110/112 or CST 110</p> <p>14-16 credits</p>	<p>Semester II</p> <p>ECO 110 or 120 Math / Statistics 2-3 General Education courses, including ENG 110/112 or CST 110</p> <p>14-16 credits</p>
<p><b>Sophomore Year</b> Semester I</p> <p>ACC 221* 1-2 other pre-business core courses 2-3 General Education courses</p> <p>14-16 credits</p>	<p>Semester II</p> <p>ACC 222* 1-2 other pre-business core courses 2-3 General Education courses</p> <p>14-16 credits</p>
<p><b>Junior Year</b> Semester I</p> <p>2-3 advanced Professional Core courses 1-2 General Education courses 1-2 Major courses Electives</p> <p>14-16 credits</p>	<p>Semester II</p> <p>2-3 advanced Professional Core Courses 1-2 General Education courses 2-3 Major courses Electives</p> <p>14-16 credits</p>
<p><b>Senior Year</b> Semester I</p> <p>0-1 Advanced Professional Core courses 2-3 Major courses electives</p> <p>14-16 credits</p>	<p>Semester II</p> <p>MGT 449 (all other advanced professional core courses <i>must</i> be completed prior to enrollment in this capstone core course) 2-3 Major Courses electives</p> <p>14-16 credits</p>

**International Business** is not considered a four-year major as it requires proficiency in a second language, an additional business major concentration, and an international educational experience. The above basic requirement schedule is applicable, but the language achievement, international experience and concentration courses would be added, likely extending the generic plan to 4.5 – 5 years, and increasing the total degree credits to an average of 130 credits.

\*Accountancy majors may take ACC 221 second semester freshman year; 222 first semester sophomore year.



# CURRICULUM GUIDE

## General Education Requirements (48 Credits)

- Students must earn a minimum of 48 General Education Credits
- Students must earn the minimum credits within each category (totaling 39 credits)
- Students earn the remaining credits from any combination of categories

### Skills

#### GE 01: Literacy (6 credits)

\*Must earn C or better in both courses

Course Name	Credits
ENG 110 or ENG 112	3
CST 110	3
Total Credits	6

#### GE 04: International & Multicultural Studies (6 credits)

Course Name	Credits
HIS 101/HIS 102 or ARC 200	3
ECO 120	3
Total Credits	6

#### GE 07: Humanistic Studies (3 credits)

*One course must be literature*

Course Name	Credits
<i>Student's choice</i>	3
Total Credits	3

#### GE 02: Math/Logical Systems

& Modern Languages (7 credits)

Course Name	Credits
STAT 145	4
MTH 175 or MTH 207	4
Total Credits	8

#### GE 05: Science (4 credits)

*One course must be a natural lab*

Course Name	Credits
<i>Student's choice</i>	4
Total Credits	4

#### GE 08: Arts (2 courses required

from different departments)

Course Name	Credits
<i>Student's choice</i>	2 - 3
<i>Student's choice</i>	2 - 3
Total Credits	4 - 6

### Liberal Studies

#### GE 03: Minority Cultures or Multiracial Women's Studies (3 credits)

Course Name	Credits
<i>Student's choice</i>	3
Total Credits	3

#### GE 06: Self & Society (3 credits)

Course Name	Credits
ECO 110	3
Total Credits	3

#### GE 09: Health & Physical Well-Being (3 credits)

Course Name	Credits
<i>Student's choice</i>	3
Total Credits	3

### Writing Emphasis Courses (2 courses required)

All students must also complete two writing emphasis courses at the 200 level or above, one of which must be at the 300 level or above. One course must be in the/a major. NOTE: Writing Emphasis courses do not count toward the 48 credit General Education requirement unless identified in one of the General Education categories.

## Admission to the Business Program

**Students must be admitted to the business program before enrolling in 300/400 level business courses.**

Applications for admission to the business program must be completed and submitted **before mid-semester** during the semester in which the student is completing the admission requirements. Normally this happens during the second semester of the sophomore year. Applications may be obtained online or from the CBA Dean's office, 138 Wimberly Hall. Late applications may not be accepted. Although applications are due before the requirements have been completed, admission will be contingent upon successful completion of all requirements by the end of the semester. If requirements are no longer met at the end of the semester, the student must drop all 300-400 level CBA courses and reapply when they meet requirements.

## COLLEGE OF BUSINESS ADMINISTRATION - CURRICULUM GUIDE

### BUSINESS PROGRAM ADMISSION REQUIREMENTS

1. Minimum grades of "C" earned (or in progress) in: ECO 110, 120, ACC 221, 222, and BLAW 205.
2. COMPLETION (or in progress) of at least three of the remaining six pre-business core courses.
3. 54 or more credits earned.
4. Combined cumulative GPA of 2.50 (*This includes courses taken at UWL and elsewhere*).

### COLLEGE OF BUSINESS ADMINISTRATION CORE REQUIREMENTS

#### PRE-BUSINESS CORE - A grade of "C" or better must be earned in **bolded** courses

- ECO 110 (3cr)**
- ECO 120 (3cr)**
- ACC 221 (3cr)** Prereq: 12 credit hours
- ACC 222 (3cr)** Prereq: ACC 221 with C or better
- BLAW 205 (3cr)** Prereq: sophomore standing, ECO 110 or 120
- ENG 110 or 112 (3cr)
- MTH 175\* (4cr) Prereq: MTH 150 or appropriate placement
- STAT 145 (4cr) Prereq: MTH 050 or appropriate placement
- ECO 230 (3cr) Prereq: ENG 110/112, STAT 145
- IS 220 (4cr)
- MGT 301 (3cr) Prereq: ACC 221, CST 110, ECO 110, ECO 120, ENG 110, sophomore standing

\*MTH 207 is an automatic substitute for MTH 175

#### PROFESSIONAL CORE

- MKT 309 (3cr) Prereq: ECO 110, admission to business
- MGT 308 (3cr) Prereq: admission to business, junior standing
- FIN 355 (3cr) Prereq: ECO 110, ECO 120, ACC 222, admission to business
- MGT 393 (3cr) Prereq: STAT 145, MTH 175, admission to business, junior standing
- MGT 449 (3cr) **Completion of all of all other core courses is required before enrollment in MGT 449**

#### Majors

Accountancy (30 credits)  
Economics (21 credits)  
Finance (21 credits)  
Finance Risk, Insurance & Financial Planning (21 credits)  
Information Systems (29 credits)  
International Business (36 credits)  
Management (24 credits)  
Marketing (24 credits)

#### Minors

Accountancy (12 credits)  
Economics (18 credits)  
Health Information Systems Management (19 credits)  
Healthcare Analytics Management (21 credits)  
Information Systems (15 credits)  
International Business (18 credits)  
Sustainable Business (18 credits)

To view requirements for each major and/or minor, visit the catalog at:

<http://catalog.uwlax.edu/undergraduate/businessadministrationcba/#MajorsMinors>

### REQUIREMENTS FOR GRADUATION

- Fulfill the University's General Education Program requirements.
- Earn a minimum of 120 semester credits with at least a 2.00 cumulative grade point average (GPA) Note that GPA requirements for some programs may be higher than 2.00.
- At least 40 credits must be earned in 300 and 400 (upper division) numbered courses.
- Earn a minimum of 30 credits in residence at UWL. Note that the last 24 credits towards a degree must also be earned at UWL.
- Complete CBA core requirements, and department major and minor requirements with at least a 2.00 cumulative grade point average in the business core and the business major.
- Complete at least 50% of the business course requirements (core and major) in residence at UWL.
- File a completed "Application for Graduation" form with the University Registrar during the registration period for your last semester.

**Policies, prerequisites, and course descriptions are stated in the University Catalog. This guide should be used with the catalog to insure general education, CBA core, major/minor, and graduation requirements are met.**

**View the University Catalog here: <http://catalog.uwlax.edu/>**

## **ADMISSION to the BUSINESS PROGRAM REQUIREMENTS**

- **Minimum grades of “C” earned (or in progress) in these five courses:**
  - ECO 110, 120;
  - ACC 221, 222;
  - BLAW 205
  
- **Completion (or in progress) of at least three of these six courses:**
  - ENG 110/112
  - ECO 230
  - IS 220
  - STAT 145
  - MTH 175
  - MGT 301
  
- **54 credits completed or in progress**
  
- **2.50 combined cumulative grade point average (including transfer courses).**

The Advisement Report (AR) and transcript calculate the inclusion of transfer courses. Students who meet all other requirements but the grade point should submit an application for consideration, which will be held until grades are posted at the end of the semester.

Applications are accepted during the fall and spring semesters only; the deadline date is always mid-semester. **Late applications may not be accepted. Students who are meeting admission requirements over winter or summer sessions must submit applications within the semester deadlines.**

## **REGISTRATION ADVISING in the FIRST YEAR**

Course selection is very similar for most CBA majors for the first two years, because of the pre-business courses that must be completed for admission to the program. Students will not have a wide range of choices to make the first year.

### **First Semester**

All new first-year students are advised during START days in the summer. Most faculty have participated in this program. Generally, new first-year students are advised to include the following courses in their first schedule:

- ENG 110/112 or CST 110
- ECO 110 or 120
- Math (dependent upon placement)
- and two or three other general education requirements; foreign language, etc.

### **Second Semester**

Advisees should be encouraged to continue to complete pre-business courses and general education courses. Typically, schedules will include:

- ECO 110 or 120
- ENG 110/112 or CST 110
- Math
- (Accountancy majors will usually include ACC 221 in this semester)
- one or two additional general education courses

### **REMINDERS....**

- Grades of “C,” minimum, are required in ECO 110, ECO 120, ENG 110, and CST 110. If students do not expect to earn this minimum, at the time they are advance registering, they should be encouraged to register to repeat.
- Students who placed into remedial courses (ENG and MTH 050/051), must/should complete the coursework in their freshman year. If they have not yet enrolled in the requirement, they must do so for second semester.
- The pre-business requirements should be reviewed for completion over the next three semesters.
- ARs will identify uncompleted program requirements.

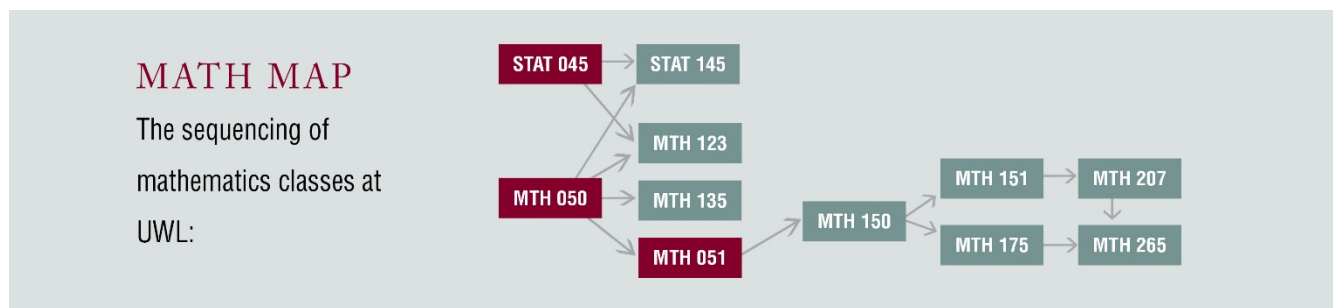


## PLACEMENT IN MATHEMATICS

All CBA majors must complete **MTH 175, Applied Calculus, for the business core**. If they are successful with the AP Calculus exam (3 or better score), they will earn credit for MTH 207, an automatic substitute for MTH 175.

The math placement exam places the student at a starting level in math course here and they must start at that level. Some may need to complete algebra preparatory courses before they can enroll in MTH 175. See the sequences, below

### IF THEY PLACE AT THIS LEVEL...



All CBA majors must also complete **STAT 145, Elementary Statistics, for the business core**. The placement level for STAT 145 is the same as for MTH 051. They can enroll in either course to start, but it is recommended that they start with MTH 051 to begin the sequence of math courses as noted, above.

# REGISTRATION ADVISING for the SOPHOMORE YEAR

## First Semester

Typically, a first semester sophomore's schedule will include the following courses:

- ACC 221
- Math course not yet completed
- BLAW 205 (prereq. ECO 110 or 120 and sophomore (30cr.) standing)
- IS 220 (Accountancy majors will enroll in ACC 222)
- two or three other general education requirements

## REMINDERS...

- Students not successfully completing ("C" grades or better) ECO 110 or ECO 120 courses in the freshman year should register to repeat.
- A grade point average of 2.50 is expected for admission to the program.
- Grades of "C" minimum also are required in BLAW 205, ACC 221 and 222.
- Students **should** be prepared to apply for admission to the business program during second semester.
- Students planning to complete minors or additional majors should be working toward them. Courses required in all University majors and minors are listed in the catalog.

## Second Semester

Typically, a second semester sophomore's schedule will include:

- ACC 222 (prereq. "C" or better in ACC 221)
- ECO 230 (prereq. STAT 145; ENG 110/112)
- (Accountancy majors may enroll in ACC 311)
- Math course, if not yet completed
- other general education courses not yet completed
- repeat coursework if necessary
- (MGT 301 – for students entering UWL Fall 2016 or later)

## REMINDERS...

- Review the pre-business requirements for **Admission to the Business Program**. Students who will complete admission requirements during this semester, and/or summer session or winter session, must apply for admission to the program by mid-semester. Applications are obtained online or in the Dean's Office. Students must apply and be admissible before they may register for future 300/400 level core and major courses. **Late applications are not processed until grades are posted at the end of the semester.**
- Applications are only accepted during Sem. I or II, not short terms (summer or winter sessions). Students completing requirements over the short terms must plan ahead so that their applications are submitted in a timely way.

## Business Core Course Sequencing

A guide for sequencing business core requirements is as follows:

<b>First year</b>	<b>Credits</b>
ECO 110 <sup>1</sup>	3
ECO 120 <sup>1</sup>	3
ENG 110 or 112 <sup>1</sup>	3
MTH 175 or 207 <sup>1</sup>	4-5
STAT 145 (or equivalent) <sup>1</sup>	4
	<b>17-18</b>

<b>Sophomore year</b>	<b>Credits</b>
ACC 221 <sup>2</sup>	3
ACC 222	3
BLAW 205	3
ECO 230	3
IS 220	4
MGT 301	3
Admission to the CBA Business Program is required prior to enrollment in the junior/senior level business courses.	
	<b>19</b>

<b>Junior year</b>	<b>Credits</b>
FIN 355	3
MGT 308	3
MGT 393	3
MKT 309	3
Students will also complete their major requirements during their junior and senior years.	
	<b>12</b>

<b>Senior year</b>	<b>Credits</b>
MGT 449 <sup>3</sup>	3
	<b>3</b>

Total Credits: 51-52

<sup>1</sup> These courses also will fulfill Gen Ed requirements.

<sup>2</sup> Accountancy majors may complete in first year.

<sup>3</sup> Taken final semester; requires completion of all other core requirements.

More information and sample degree plans for each major can be found in the catalog online:

<http://catalog.uwlax.edu/undergraduate/businessadministrationcba/>



## MAJORS

### 2018-19 REQUIREMENTS

#### ACCOUNTANCY (30 Credits)

Course	Credits	Name	Prerequisite
ACC 311	3	Intermediate Accounting I	ACC 221
ACC 312	3	Intermediate Accounting II	ACC 311; admission to business
ACC 313	3	Intermediate Accounting III	ACC 312; admission to business
ACC 325	3	Cost Accounting	ACC 222, STAT 145; admission to business
ACC 327	3	Accounting Information Systems	ACC 311, IS 220; admission to business or IS minor
ACC 330	3	Individual Income Taxation	ACC 311; admission to business
ACC 418	3	Business Law for Accountants	BLAW 205; senior standing; ACC major; admission to business
ACC 421	3	Advanced Accounting	ACC 313; junior standing; admission to business
ACC 438	3	Principles of Auditing	STAT 145, ACC 313, ACC 327; junior standing; admission to business
ACC elective	3	<i>3 credits of ACC numbered higher than ACC 311 (except ACC 350, ACC 450 or ACC 499)</i>	

#### ECONOMICS (21 credits)

Course	Credits	Name	Prerequisite
ECO 305	3	Intermediate Macroeconomic Analysis	ECO 110, ECO 120; MTH 175 or MTH 207
ECO 307	3	Intro to Econometrics, Forecasting & Time Series	STAT 145 or STAT 245; ENG 110 or ENG 112
ECO 308	3	Intermediate Microeconomic Analysis	ECO 110, ECO 120; MTH 175 or MTH 207
ECO electives	12	<i>Of the elective credits, three credits may be any course in the CBA</i>	

#### FINANCE (21 credits)

Course	Credits	Name	Prerequisite
FIN 370	3	Corporation Finance	FIN 355; admission to business
FIN 380	3	Principles of Investment	FIN 355; admission to business
FIN 390	3	Money and Capital Markets	FIN 355; admission to business
FIN 485	3	Problems and Cases in Finance	FIN 370, FIN 380; admission to business
Group 1 electives	6	<i>Select from approved list</i>	
Group 2 elective	3	<i>Select from approved list</i>	

#### FINANCE: Risk, Insurance, and Financial Planning Concentration (21 credits)

Course	Credits	Name	Prerequisite
FIN 360	3	Principles of Insurance and Risk Management	ACC 221
FIN 361	3	Life Insurance	FIN 355, FIN 360; admission to business
or FIN 407	3	Advanced Financial Planning	FIN 355; senior standing
FIN 370	3	Corporation Finance	FIN 355; admission to business
FIN 380	3	Principles of Investment	FIN 355; admission to business
FIN 390	3	Money and Capital Markets	FIN 355; admission to business
FIN 460	3	Seminar in Risk and Insurance	FIN 360, FIN 370; FIN 361 or FIN 362 or FIN 465 or ECO 471; admission to business
or FIN 485	3	Problems and Cases in Finance	FIN 370, FIN 380; admission to business
FIN elective	3	<i>Select from approved list</i>	

## **INFORMATION SYSTEMS (29 credits)**

<b>Course</b>	<b>Credits</b>	<b>Name</b>	<b>Prerequisite</b>
CS 120	4	Software Design I	MTH 151 or MTH 175 or math placement test scores at or above MTH 151
CS 220	4	Software Design II	CS 120; concurrent enrollment in CS 225 recommended
CS 364	3	Introduction to Database Management Systems	CS 220
IS 300	3	Data Analytics for Business Problem Solving and Decision Making	IS 220; admission to business or IS major/minor
IS 310	3	Information System in Networked Environments: Technical Foundations and Applications	IS 220; admission to business or IS major/minor
IS 320	3	Enterprise Systems for Decision Making and Data Analytics	IS 220; admission to business or IS minor or HISM minor
IS 401	3	Management Information Systems: Analysis and Design	CS 120, IS 300, IS 310; admission to business or IS minor
IS 411	3	Management Information Systems: Design and Implementation	CS 364 and IS 401; admission to business
IS elective	3	<i>Select from approved list</i>	

## **INTERNATIONAL BUSINESS (36 credits)**

<b>Course</b>	<b>Credits</b>	<b>Name</b>	<b>Prerequisite</b>
ANT/ECO/ GEO/HIS/ POL/SOC 202	3	Contemporary Global Issues	
ECO 340	3	Introduction to International Economics	ECO 110
FIN 440	3	Multinational Financial Management	FIN 355; junior standing; admission to business
MKT 341	3	International Marketing	MKT 309; admission to business or IB minor
MGT 360	3	Global Perspective on Business	admission to business or IB minor; junior standing
BLAW 405	3	The Law of International Business Transactions	BLAW 205; admission to business
IB electives	6	<i>Select from approved list</i>	
	12	Functional Business Concentration or double major in business	

*This program also requires up to 16 credits for language proficiency and an approved international experience.*

## **MANAGEMENT (24 credits)**

<b>Course</b>	<b>Credits</b>	<b>Name</b>	<b>Prerequisite</b>
MGT 360	3	Global Perspective on Business	admission to business or IB minor; junior standing
MGT 408	3	The Global Responsibility of Business	admission to business; senior standing
MGT 385	3	Human Resources: Employment	admission to business; junior standing
or MGT 420	3	Entrepreneurship	FIN 355; MKT 309; admission to business; junior standing
MGT electives	15	<i>Select from approved list</i>	

*\*A limit of three internship credits from MGT 450 or MGT 452 may be applied toward the management major*

## **MARKETING (24 credits)**

<b>Course</b>	<b>Credits</b>	<b>Name</b>	<b>Prerequisite</b>
MKT 341	3	International Marketing	MKT 309; admission to business or IB minor
MKT 362	3	Buyer Behavior	MKT 309; admission to business
MKT 367	3	Market Research	MKT 309; ECO 230; admission to business
MKT 479	3	Marketing Management	MKT 362, MKT 367; to be taken concurrently with MKT 415 in the student's semester of graduation; admission to business
MKT electives	12	<i>Select from approved list</i>	



# minors

## 2018-19 REQUIREMENTS (For students with a major in the CBA)

### ACCOUNTANCY (12 Credits)

Course	Credits	Name	Prerequisite
ACC 311	3	Intermediate Accounting I	ACC 221
ACC electives	9	<i>Three (3) additional three (3) credit accounting courses numbered 300 or above (excluding ACC 350, ACC 450 or ACC 499)</i>	

### ECONOMICS (18 credits)

Course	Credits	Name	Prerequisite
ECO 110	3	Microeconomics and Public Policy	
ECO 120	3	Global Macroeconomics	
ECO electives	12	<i>Select 12 credits of electives in courses numbered 300 or above in economics</i>	

### HEALTH INFORMATION SYSTEMS MANAGEMENT (19 credits)

Students need to complete an application form (with copy of transcript). Applications should be taken to IS office (240 Wing).

Course	Credits	Name	Prerequisite
HP 250	1	Medical Terminology for Health Professions	
IS 310	3	Information System in Networked Environments: Technical Foundations and Applications	IS 220; admission to business or IS major/minor
IS 321	3	Survey of Information Technology in Healthcare	admission to business or HISM minor
IS 340	3	Ethical Issues, Security Management and Compliance	admission to business or HISM minor
IS 370	3	Healthcare Systems: Analysis and Design	IS 220
IS 420	3	Healthcare Systems: Project Management	admission to business or HISM minor
Elective	3	Select one of the following:	
		IS 320 Computer-Based Decision Support Systems for Management	
		IS 360 Management of Information Technology	

### HEALTHCARE ANALYTICS MANAGEMENT (21 credits)

Course	Credits	Name	Prerequisite
ECO 230	3	Business and Economics Research and Communication	ENG 110/112; STAT 145
IS 321	3	Survey of Information Technology in Healthcare	admission to business; senior standing
MGT 402	3	Healthcare Analytics Management	grade of "C" or better in STAT 145 or STAT 245; ECO 230; cumulative GPA of 3.0 or above; declared major
ECO 350	3	Health Economics	ECO 110; junior standing
or FIN 360		Principles of Insurance and Risk Management	ACC 221
CST 354		Health Communication	CST 110
or ENG 307	3	Writing for Management, Public Relations and the Professions	ENG 110/112; sophomore standing
or MGT 301		Business Communications	ACC 221; CST 110; ECO 110; ECO 120; ENG 110; sophomore standing
Elective	3	Select one of the following:	
		ECO 307      FIN 437      PH 340      STAT 345      STAT 405      STAT 448	
Elective	3	Select one of the following:	
		IS 420      ANT 370      PH 200      PUB 334      PUB 344      SOC 420	

• Students may double count up to six credits with their major.

## **INFORMATION SYSTEMS (16 credits)**

Students need to complete an application form (with copy of transcript). Applications should be taken to IS office (240 Wing).

<b>Course</b>	<b>Credits</b>	<b>Name</b>	<b>Prerequisite</b>
IS 300	3	Data Analytics for Business Problem Solving and Decision Making	IS 220; admission to business or IS minor
IS 310	3	Information System in Networked Environments: Technical Foundations and Applications	IS 220; admission to business or IS minor
IS 320	3	Enterprise Systems for Decision Making and Data Analytics	IS 220; admission to business or IS minor or HISM minor
IS 370 or IS 401	3	Healthcare Systems: Analysis and Design Management Information Systems: Analysis and Design	IS 220 CS 120, IS 300, IS 310; admission to business or IS minor
Elective	3	Select one of the following: ACC 327      CS 120      IS 330      IS 340      IS 360      IS 405 IS 410      IS 420      MGT 395	

## **INTERNATIONAL BUSINESS (18 credits)**

<b>Course</b>	<b>Credits</b>	<b>Name</b>	<b>Prerequisite</b>
ECO 340	3	Introduction to International Economics	ECO 110
FIN 440	3	Multinational Financial Management	FIN 355; junior standing; admission to business
MGT 360	3	Global Perspective on Business	admission to business or IB minor; junior standing
MKT 341	3	International Marketing	MKT 309; admission to business or IB minor
Electives	6	Select two courses from the following: BLAW 405      ECO 311      ECO 375      ECO 440      FIN 477      MGT 408 MGT 430      MGT 431      MGT 484      MKT 440      MKT 445      IB 450 or MGT 452 ANT/ECO/GEO/HIS/POL/SOC 202      ACC/IB/ECO/FIN/IS/MGT/MKT 499 (up to 3 credits)	

• This program also requires an international experience of three weeks or more in length (e.g., study abroad) or take 8 credits in modern language (one year in the same language). This is waived for students whose native language is not English. The international experience must be pre-approved by the College of Business Administration International Business Advisory Committee. Students should apply for approval at least one semester before the planned experience. The advisory committee will determine the credit value of the experience. For non-U.S. based students, this requirement is met through the satisfactory completion of all required course work.

• A maximum of six credits can be applied to a student's College of Business Administration major.

## **SUSTAINABLE BUSINESS (18 credits)**

<b>Course</b>	<b>Credits</b>	<b>Name</b>	<b>Prerequisite</b>
MGT/MKT 310	3	Principles of Sustainable Business	admission to business
MGT 408	3	The Global Responsibility of Business	admission to business; senior standing
MGT/MKT 480	3	Business Sustainability Capstone	MGT 310; MGT 408; and six additional credits applicable to the sustainable business minor.
Electives	3	Select one of the following: ECO 346      MGT 400 (Topic: Green Operations) or MGT 493      MGT 422      MKT 351	
Electives	6	Select two courses from the list above or the following: ANT 366      ARC 300      ESC 211      ENV 201      ENV 303      GEO 200 HIS 317      HIS 391      PHL 341      PUB 338      PSY 302      SOC/ERS 363	

# **PART III**

## **SAMPLE FORMS & FAQ**





# CURRICULUM GUIDE

## General Education Requirements (48 Credits)

- Students must earn a minimum of 48 General Education Credits
- Students must earn the minimum credits within each category (totaling 39 credits)
- Students earn the remaining credits from any combination of categories

### Skills

#### GE 01: Literacy (6 credits)

\*Must earn C or better in both courses

Course Name	Credits
ENG 110 or ENG 112	3
CST 110	3
Total Credits	6

#### GE 04: International & Multicultural Studies (6 credits)

Course Name	Credits
HIS 101/HIS 102 or ARC 200	3
ECO 120	3
Total Credits	6

#### GE 07: Humanistic Studies (3 credits)

*One course must be literature*

Course Name	Credits
<i>Student's choice</i>	3
Total Credits	3

#### GE 02: Math/Logical Systems

& Modern Languages (7 credits)

Course Name	Credits
STAT 145	4
MTH 175 or MTH 207	4
Total Credits	8

#### GE 05: Science (4 credits)

*One course must be a natural lab*

Course Name	Credits
<i>Student's choice</i>	4
Total Credits	4

#### GE 08: Arts (2 courses required from different departments)

Course Name	Credits
<i>Student's choice</i>	2 - 3
<i>Student's choice</i>	2 - 3
Total Credits	4 - 6

### Liberal Studies

#### GE 03: Minority Cultures or Multiracial Women's Studies (3 credits)

Course Name	Credits
<i>Student's choice</i>	3
Total Credits	3

#### GE 06: Self & Society (3 credits)

Course Name	Credits
ECO 110	3
Total Credits	3

#### GE 09: Health & Physical Well-Being (3 credits)

Course Name	Credits
<i>Student's choice</i>	3
Total Credits	3

### Writing Emphasis Courses (2 courses required)

All students must also complete two writing emphasis courses at the 200 level or above, one of which must be at the 300 level or above. One course must be in the/a major. NOTE: Writing Emphasis courses do not count toward the 48 credit General Education requirement unless identified in one of the General Education categories.

## Admission to the Business Program

**Students must be admitted to the business program before enrolling in 300/400 level business courses.**

Applications for admission to the business program must be completed and submitted **before mid-semester** during the semester in which the student is completing the admission requirements. Normally this happens during the second semester of the sophomore year. Applications may be obtained online or from the CBA Dean's office, 138 Wimberly Hall. Late applications may not be accepted. Although applications are due before the requirements have been completed, admission will be contingent upon successful completion of all requirements by the end of the semester. If requirements are no longer met at the end of the semester, the student must drop all 300-400 level CBA courses and reapply when they meet requirements.

## COLLEGE OF BUSINESS ADMINISTRATION - CURRICULUM GUIDE

### BUSINESS PROGRAM ADMISSION REQUIREMENTS

1. Minimum grades of "C" earned (or in progress) in: ECO 110, 120, ACC 221, 222, and BLAW 205.
2. COMPLETION (or in progress) of at least three of the remaining six pre-business core courses.
3. 54 or more credits earned.
4. Combined cumulative GPA of 2.50 (*This includes courses taken at UWL and elsewhere*).

### COLLEGE OF BUSINESS ADMINISTRATION CORE REQUIREMENTS

#### PRE-BUSINESS CORE - A grade of "C" or better must be earned in **bolded** courses

- ECO 110 (3cr)**
- ECO 120 (3cr)**
- ACC 221 (3cr)** Prereq: 12 credit hours
- ACC 222 (3cr)** Prereq: ACC 221 with C or better
- BLAW 205 (3cr)** Prereq: sophomore standing, ECO 110 or 120
- ENG 110 or 112 (3cr)
- MTH 175\* (4cr) Prereq: MTH 150 or appropriate placement
- STAT 145 (4cr) Prereq: MTH 050 or appropriate placement
- ECO 230 (3cr) Prereq: ENG 110/112, STAT 145
- IS 220 (4cr)
- MGT 301 (3cr) Prereq: ACC 221, CST 110, ECO 110, ECO 120, ENG 110, sophomore standing

\*MTH 207 is an automatic substitute for MTH 175

#### PROFESSIONAL CORE

- MKT 309 (3cr) Prereq: ECO 110, admission to business
- MGT 308 (3cr) Prereq: admission to business, junior standing
- FIN 355 (3cr) Prereq: ECO 110, ECO 120, ACC 222, admission to business
- MGT 393 (3cr) Prereq: STAT 145, MTH 175, admission to business, junior standing
- MGT 449 (3cr) **Completion of all of all other core courses is required before enrollment in MGT 449**

#### Majors

Accountancy (30 credits)  
Economics (21 credits)  
Finance (21 credits)  
Finance Risk, Insurance & Financial Planning (21 credits)  
Information Systems (29 credits)  
International Business (36 credits)  
Management (24 credits)  
Marketing (24 credits)

#### Minors

Accountancy (12 credits)  
Economics (18 credits)  
Health Information Systems Management (19 credits)  
Healthcare Analytics Management (21 credits)  
Information Systems (15 credits)  
International Business (18 credits)  
Sustainable Business (18 credits)

To view requirements for each major and/or minor, visit the catalog at:

<http://catalog.uwlax.edu/undergraduate/businessadministrationcba/#MajorsMinors>

### REQUIREMENTS FOR GRADUATION

- Fulfill the University's General Education Program requirements.
- Earn a minimum of 120 semester credits with at least a 2.00 cumulative grade point average (GPA) Note that GPA requirements for some programs may be higher than 2.00.
- At least 40 credits must be earned in 300 and 400 (upper division) numbered courses.
- Earn a minimum of 30 credits in residence at UWL. Note that the last 24 credits towards a degree must also be earned at UWL.
- Complete CBA core requirements, and department major and minor requirements with at least a 2.00 cumulative grade point average in the business core and the business major.
- Complete at least 50% of the business course requirements (core and major) in residence at UWL.
- File a completed "Application for Graduation" form with the University Registrar during the registration period for your last semester.

**Policies, prerequisites, and course descriptions are stated in the University Catalog. This guide should be used with the catalog to insure general education, CBA core, major/minor, and graduation requirements are met.**

**View the University Catalog here: <http://catalog.uwlax.edu/>**



## *Forms Available Online*

Now Available Online @ <https://www.uwlax.edu/cba/resources-for-students/>

- **Application to the Business Program**

**Requirements**

1. At least 54 credits earned (or in progress)
2. Combined cumulative GPA of 2.50 (includes transfer courses)
3. Completion (or in progress of minimum pre-business coursework)

\* Applications submitted after the mid-semester deadline will be processed once grades are

- **Change of Program / Plan Form**

**Use this form only if you are changing:**

- both major/college to the CBA
- changing major/minor within the CBA
- keeping 1<sup>st</sup> major in CBA but adding or removing a major/minor from another college/school at UWL

To change your major to another college/school at UWL, you should go to the Dean's Office of that college/school. This form declares your major but is not an application to the business program.

\* Requests submitted after the mid-semester deadline will be processed once registration is over.

- **Change of Advisor Form**

Use this form **only if you are a CBA student** wanting to change advisors within your major.

- **Off Campus Course Evaluations and Permit Form**

Complete this form prior to taking a course at another institution.

\* **NOTE: Students MAY NOT REPEAT** a course at other institutions once it has been taken at UWL.

1. Go to the UWL home page and type CBA into the Search UWL bar.
2. Click "Welcome - College of Business Administration (CBA)"
3. Click the drop down menu labeled "Page menu"
4. Click on the tab labeled "Resources for Students"

PAGE MENU

- Welcome
- About the CBA
- Undergraduate majors/minors
- Graduate program - MBA
- Departments
- Our people
- Resources for faculty and staff
- Resources for students
- Assurance of learning
- Alumni
- Mission, vision, values

College of Business Administration (CBA)

**CSB** REDITED  
[College of Business Administration reaccredited](#)

**Generous Joe**  
Marketing alumnus gives back in multiple ways

Calendar events

- Aug. 28** Tuesday | 8 a.m.-noon  
[20th Annual UWL Conference on Teaching and Learning](#)  
3rd Floor Centennial Hall
- Aug. 28** Tuesday | 2 p.m.-3 p.m.  
[General Education Open Forum](#)  
150 Murphy Library
- Aug. 30** Thursday | 8:15 a.m.-1:30 p.m.  
[CBA All-College Fall Kick-Off Meeting](#)  
Great Hall, Cleary Alumni & Friends Center
- Aug. 31** Monday | 3 p.m.-5 p.m.

CBA News

- Pure positivity**  
University Staff Excellence Award winner always exudes exceptional attitude.
- Distinguished alumni**  
Seven to receive awards Alumni who graduated during the past four decades will receive the top awards bestowed by the UWL Alumni Association in September. They're being honored for distinguished service and successful careers. They'll return to campus to speak ...

5. Click the tab label "Online Forms for CBA Students"
6. There you will find all four forms listed.
7. Click on the link associated with the form you would like to fill out.

CBA Resources

✖ Online forms for CBA students

[Change of Major/Minor form](#)

Use this form only if you are changing majors/minors within the CBA or changing to a CBA major from another college or school at UWL. To change your major to another college or school at UWL you should go to the Dean's Office of that college or school. Some offices also have an online form. You can [check here](#) to find out how/where to change your major to another college. This form declares your major but is not an application to the business program.

[Application to the Business Program \(CBA students only\)](#)

Business Program Admission Requirements:

1. At least 54 credits earned (or in progress)
2. Combined cumulative GPA of 2.50 (includes transfer courses)
3. Completion (or in progress) of minimum pre-business coursework.

[Change of Advisor form \(CBA students only\)](#)

[CBA Off Campus Course Evaluation and Permit form \(CBA students only\)](#)

Complete this form prior to taking a course at another institution. Note: Students MAY NOT REPEAT a course at another institution once it has been taken at UWL.

+ Curriculum Guides

+ Business Program Admission

+ Graduation Requirements

Calendar events

- Aug. 28** Tuesday | 8 a.m.-noon  
[20th Annual UWL Conference on Teaching and Learning](#)  
3rd Floor Centennial Hall
- Aug. 28** Tuesday | 2 p.m.-3 p.m.  
[General Education Open Forum](#)  
150 Murphy Library
- Aug. 29** Wednesday | 8:15 a.m.-10:15 a.m.  
[Finance Department Meeting](#)  
124 Wimberly Hall
- Aug. 30** Thursday | 8:15 a.m.-1:30 p.m.  
[CBA All-College Fall Kick-Off Meeting](#)  
Great Hall, Cleary Alumni & Friends Center
- Aug. 30** Thursday | 2 p.m.-4 p.m.  
[Economics Department Meeting](#)  
124 Wimberly Hall

View more events



## PETITION for COURSE WAIVER or SUBSTITUTION

**Instructions: Student to obtain signatures and return to CBA Deans Office, 138 Wimberly.**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Major \_\_\_\_\_ Cum. Credits \_\_\_\_\_ Cum. GPA \_\_\_\_\_

**I request that:**

\*Course # \_\_\_\_\_ / \*Title \_\_\_\_\_

Credits \_\_\_\_\_ / Taken (semester / year) \_\_\_\_\_

*\* If this is a transfer course, you must enter the course prefix, number and title of the course as it has been evaluated here on your transcript.*

**be substituted for:**

Course # \_\_\_\_\_ / Title \_\_\_\_\_

Credits \_\_\_\_\_ / Taken (semester / year) \_\_\_\_\_

**Reason:**

Signature - Student \_\_\_\_\_ Date \_\_\_\_\_

Signature – Chairperson for Student’s Major \_\_\_\_\_ Date \_\_\_\_\_

Signature – Chairperson of Course Substitution \_\_\_\_\_ Date \_\_\_\_\_

Signature – Dean of CBA \_\_\_\_\_ Date \_\_\_\_\_



College of Business Administration

**PERMIT: EXAMINATION FOR ADVANCED PLACEMENT AND CREDIT**

\_\_\_\_\_, Student ID Number \_\_\_\_\_ is enrolled in the College of Business Administration, University of Wisconsin – La Crosse, and is eligible to take the examination for advanced placement for credit in \_\_\_\_\_, (Course number & title)

Department of \_\_\_\_\_.

Student must present this permit to the proctor at time of examination. A fee of \$20.00 is charged of all students taking the examination. The fee should be paid in the Business Office prior to the examination.

APPROVED: \_\_\_\_\_  
Dean, College of Business Administration

APPROVED: \_\_\_\_\_  
Department Chair

DATE: \_\_\_\_\_

BUSINESS OFFICE RECEIPT NUMBER: \_\_\_\_\_

This is to certify that \_\_\_\_\_

has \_\_\_/ has not \_\_\_ successfully passed the department proficiency exam to establish \_\_\_ credits

in \_\_\_\_\_.

(Department, course number, and title)

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

**This form should be returned to the Dean’s Office after the Department Chair has noted whether or not the student passed the exam.**

## **Academic Standing and Progress** (from 2018-19 Undergraduate Catalog)

UWL is committed to student success. Generally, students are considered to be in good academic standing when their cumulative resident GPA is 2.00 or higher. A resident GPA refers to the GPA based on grades earned in UWL courses only.

Academic standing is determined twice each year, once at the end of the fall semester and once at the end of the spring semester. An academic semester refers to the fall or spring semester not to winter or summer sessions.

The policies below outline progressive university response to situations when students' GPAs fall below the minimum standard.

### **Academic warning**

An academic warning occurs when a student's semester GPA is between 1.00 and 1.99, unless the student's cumulative GPA indicates probation or suspension. The student will receive an electronic notification and have an advising hold placed on their registration. The intent of the academic warning is to provide students with extra support to ensure academic success.

A student could receive more than one academic warning while in college. Academic warnings are not notated on transcripts. Students who receive an academic warning are in good standing but are required to meet with their assigned advisor to release the advising hold.

### **Probation**

Students will be placed on formal probation with notification and transcript notation at the end of any semester in which they fail to achieve good academic standing defined as a cumulative resident GPA 2.0 or higher. Probation is determined by a student's cumulative resident GPA; whereas, an academic warning is determined by a student's semester resident GPA. The student will receive an electronic notification and have an advising hold placed on their registration.

The maximum period of probation without suspension is two consecutive semesters. A student could be placed on probation more than once while in college; however, two consecutive semesters on probation without regaining good standing will result in suspension (see below). Students will be removed from probation automatically upon regaining good academic standing.

Students on probation are required to meet with their assigned advisor to release the advising hold.

Probation takes precedence over academic warning.

### **Suspension**

A student will be suspended from the University under either or both of the following conditions:

1. At the end of a probation period, the student has failed to regain good academic standing.
2. At the end of any semester, the student has a semester GPA of less than 1.00. This regulation applies regardless of the student's resident cumulative GPA.

A student who has been suspended is ineligible to continue at the University for the period of one academic semester (fall or spring).

Students who are suspended receive an electronic notification that outlines appeal options that start at the college or school level.

Students must appeal for readmission to the Dean's Office of the appropriate college or school. Students who have been suspended and then are readmitted at a later date shall be given one semester of probation to attain good standing or will again be suspended.

A student suspended from UWL may encounter difficulty in attempting to enroll at another institution. Should a student complete courses at another institution while suspended, UWL may not allow credits for those courses.

## Summary table

### NEW Academic Eligibility Policy: Effective December 2017

Good Standing	Warning	Probation	Suspension
Cumulative and semester GPAs $\geq 2.00$	Cumulative GPA 2.00 or higher and semester GPA 1.00-1.99	Cumulative GPA less than 2.00. Probation takes precedence over warning	1. Semester GPA below 1.00 2. Failure to regain good standing after two consecutive semesters on probation 3. Failure to regain good standing the semester immediately following readmission from suspension

## Clarification of terms

### Warning

1. Without penalty—*not recorded on transcript*
2. Registration block applied for subsequent semester
3. Student must meet with their primary advisor and is introduced to UWL support resources
4. Warnings may be issued more than once to a student during their academic career

### Probation

1. Penalty—*Probation status noted on student's transcript*
2. Student receives electronic notification of change in status and is informed regarding probation period advising process
3. Once on probation, student has two consecutive semesters in which to return to good standing; failure to do so leads to suspension
4. During the probation period, the student must meet with their primary advisor and is introduced to UWL support resources

### Suspension

1. Penalty—*Suspension status noted on student's transcript*
2. Student receives electronic notification of change in status and is informed regarding appeal process
3. Students wishing to appeal their suspension do so through their College/School Dean's Office; if permission to return is granted, student returns on probation—appeal to the Committee on Academic Policies & Standards (CAPS) open to those whose appeal is denied
4. Suspension period is for one semester
5. A student has one semester in which to regain good standing after successfully appealing their suspension



## FAQ for CBA Faculty Advisors

### Business Program Applications

**Late?** Will not be processed until grades are posted at the end of the semester. There may be reasons, but no excuse, for missing this requirement and deadline.

**Apply in summer?** If students are meeting the requirements based on summer work, they must submit their applications in the spring term, by the deadline. So, students must PLAN AHEAD. The same holds true if students are completing requirements over winter session....the application is due in the fall semester, by the deadline. If submitted in winter or summer, it will be held until grades are posted at the end of the term.

**Meet all the admission requirements, but don't have 2.50 GPA?** Students may submit the application, by the deadline, and the application will be re-checked after grades are posted.

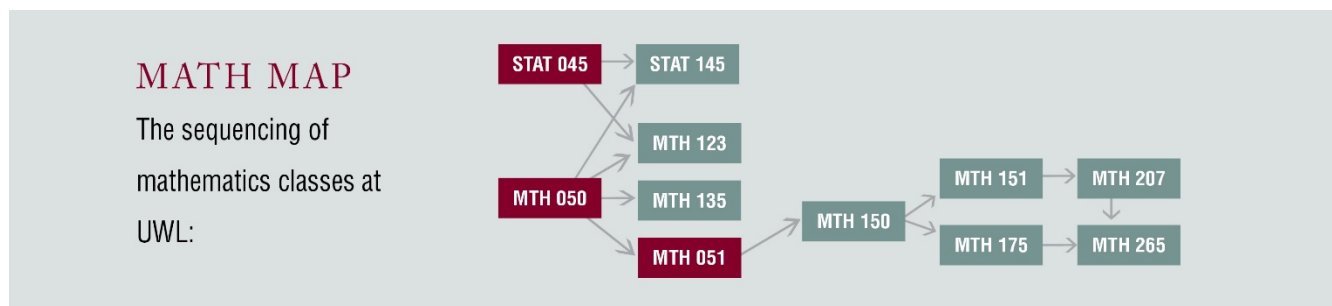
**How do we know if the student is admitted?** They will have a WINGS *Milestone*, "Admission Business." And, their Advisement Report will indicate that that requirement is "Satisfied."

### Math Placement

**Where do we find it?** If the student has a placement value, it will be in their Milestones or on their transcript.

**How should I advise?** All CBA majors must complete MTH 175 (Applied Calculus) for the business core.

**Success on the AP Calculus exam (3 or better score) results in credit for MTH 207**, an automatic substitute for MTH 175. **A student's math placement level is where they must start.**



All CBA majors must also complete STAT 145 (Elementary Statistics) for the business core. **The placement level for STAT 145 is the same as for MTH 051.** It is recommended that students start with MTH 051, rather than STAT 145, to begin the sequence of math courses as noted above.

**My advisee hasn't taken the placement exam!** Refer them to Counseling & Testing Center, 2106 Centennial Hall. Unless your advisee has transferred in both MTH 175 and STAT 145, they have to take it and get a placement value before they can enroll in any math course. Ditto if their test score is more than two years old!

## AP or IB Tests/Credits

**Where do I find them in the student's WINGS?** Look in "transfer credit report" or "course history" to see what credit/courses the student has. (AP=Advanced Placement; IB=International Baccalaureate)

**My advisee says they took the test, got the score...but it's not in their record, course history, or AR. What to do?** Refer them to the Office of Records and Registration; 117 Graff Main Hall.

## MGT 449 and 393 Registration Issues

**Completion of all the CBA core courses is required before students may enroll in MGT 449, the capstone core course.** The core includes the following courses: MKT 309; MGT 308 and 393; FIN 355; and all of the 100 and 200 level business core courses.

This message is included in the AR; the CBA curriculum guide (and likely other departmental guides); the web CBA scheduling/advising info; etc. MGT 449 should be taken in the final semester; it may be taken in summer prior to final semester if offered.

**Completion of MTH 175 and STAT 145 is required before enrollment in MGT 393.** And, of course, MGT 393 is a core course which must be completed before MGT 449. **Students should not put off taking/passing their CBA math requirements.**

Exceptions to these prerequisites are not allowed.

## Transfer Issues

**What is GEL 000?** Transfer courses that have no equivalent here (no department or number), are transferred that way. **Do they apply to anything?** The credits certainly apply to the total credits earned, and sometimes they may apply to a requirement or required area. If so, they'll show up in the student's Advisement Report.

**My advisee wants to transfer to another school, and is looking for advice.** Students transferring to other institutions need to contact that institution for all information about transferring; the process; the course requirements there; and what, if anything, from here will satisfy requirements there; etc. My advice is to not try to answer questions, unless you're absolutely sure you know how things will play out at the new school.

**What about taking courses elsewhere, to apply here?** Many students engage in courses at other schools, especially over the summer, to transfer to their programs at UWL. Students need advance approval to do that, and they need to get that in the Dean's Office. So, send them there.

**Students may not repeat courses, nor improve a grade point average, by taking courses at another campus.**

Students can easily find out how courses from another UWS institution (and the WI tech schools, too) at the Transfer Information System (TIS) website: <http://tis.uwsa.edu/>.

## Advisement Report (AR)

**Where is it?** The university's automated degree audit, The Advisement Report (AR), is found in the drop down menu list on the left side of the student's WINGS Academics tab; the same drop down menu with Milestones, Course History, Transfer Credit Report, etc. **(cont.)**

Many advisees haven't looked at their ARs, or don't know what they are. It's a good thing to ask them to do this before they ask you for advising. Ask them to come prepared.

**What if something seems wrong on the AR report?** Be sure to raise questions about the report with the Academic Services Director (ASD) so she can address the concern.

## Studying Abroad

**My advisee is planning to study abroad, but doesn't know how the credits transfer back here.** If they haven't already visited Office of IEE, they should do that first to get information about the whole process, and the requirements and deadlines to coordinate with UWL. The Office of IEE has a database of course equivalencies for hundreds of courses at hundreds of international study sites. IEE is located in 1209 Centennial Hall.

**Who approves the course transfer?** In the case where an evaluation has already been done and is in the database, the student will print out the information, write it on their Academic Plan sheet and bring both to their faculty advisor for approval. No further review is required.

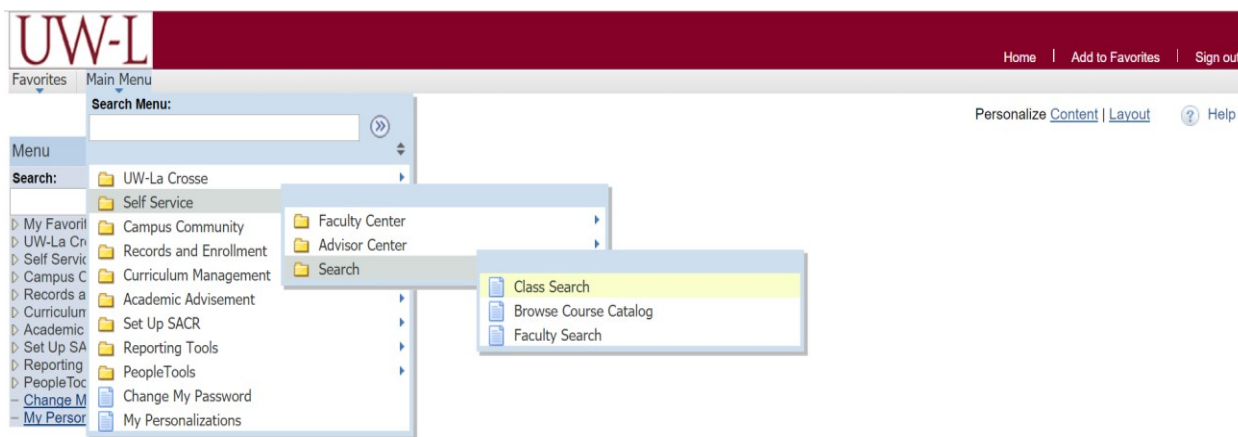
**When evaluations have not been done previously, or when evaluations are more than five years old,** the student may be directed to the Dean's Office to address obtaining evaluations for courses. The ASD will facilitate review of new or outdated courses with the department chairs.

**Note:** Prior to fall 2013, Economics and Finance courses that have been evaluated as specific equivalencies (i.e. ECO 340 or FIN 355) will require a new review by the department chair. Those evaluated as elective (FIN 000, ECO 000, and the like) will not require additional review.

## How to View All Writing Emphasis Courses

1) Go to the class search from your home page in WINGS.

To do this, use the following navigation: Main Menu > Self Service > Search > Class Search



2) Enter the Search Criteria

- First select the **term** you are searching for. Because the searchable timetable will likely ask you to narrow your search, under 'Class Search,' select **Undergraduate** for the Course Career option. Lastly, towards the bottom of the page, under 'Additional Search Criteria,' select **Writing Emphasis** in the Requirement Designation option. (*see next page for visual*) Click search.
- **NOTE:** You may receive a message stating 'Your search will return over 50 classes, would you like to continue?' Click OK to review your results.

<b>Faculty Center</b> search for classes	<b>Advisor Center</b> browse course catalog	<b>Search</b> faculty search
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## Search for Classes

### Enter Search Criteria

#### Search for Classes

**Institution**

**Term**

Select at least 2 search criteria. Select Search to view your search results.

**Class Search**

**Subject**

**Course Number**

**Course Career**   Show Open Classes Only

**Additional Search Criteria**

**Meeting Start Time**

**Meeting End Time**

**Days of Week**

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Instructor Last Name**

**Class Nbr**  ?

**Course Keyword**  ?

**Minimum Units**

**Maximum Units**

**Course Component**

**Session**

**Mode of Instruction**

**Location**

**Course Attribute**

**Requirement Designation**

