



Faculty Advising Handbook 2022-23

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CBA Faculty Advisors
WELCOME!
Fall 2022

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/resources-for-students/>.

NEW STUDENTS

Students were given access to a Canvas Course with CBA Advising information and the CBA Website has information for all students.

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 GRADUATION GUARANTEE

Qualified students must set an appointment with Nicole Vidden to discuss the program by mid-semester. Contracts will not be issued after that date.

ACADEMIC ADVISING CENTER (AAC)

Students who are REALLY undecided about their undergraduate program should be encouraged to visit the AAC, 1209 Centennial Hall. Students can visit with either one of the professional advisors or one of the student peer advisors. AAC staff are also the assigned advisors for 1st & 2nd year undeclared CBA students.

CALL OR EMAIL us when you have questions or concerns. If we don't have the answer, we can find out who does. We'll also send out announcements from time to time as important information becomes available. Please don't hesitate to make suggestions to us, 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 efforts this year.

Nicole Vidden
CBA Academic Services Director (ASD)
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Erin Flottmeyer
CBA Senior Academic Advisor
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PART I

GENERAL INFORMATION

ADVISING RESOURCES

Some suggestions for establishing advising relationships....

- **Let your advisees know how they can make an appointment with you.** Navigate is a great resource for scheduling, and you can utilize the Campaigns tools to target specific groups of students.
- **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. You can access your advisees from your Faculty Center in WINGS or as your Assigned Students in Navigate.
- Ask your advisees, particularly new 1st years 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.
- **Utilize Navigate** to saving notes from meetings or communications with advisees. Remember that students can see those saved notes
- 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, the CBA does not require registration advising. ACC 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 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 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 – (1st years assigned to Erin F., 2nd years assigned to economics faculty)
- **FIN (RIFP)** majors to finance faculty – (1st years assigned to Erin F., 2nd years assigned to economics faculty)
- **INFORMATION SYSTEMS** majors to information systems faculty
- **INTERNATIONAL BUSINESS** majors to the international business advisors
- **MANAGEMENT** to management faculty
- **MARKETING** majors to marketing faculty - (1st and 2nd years assigned to Erin Flottmeyer)
- **UNDECIDED** majors to ACC professional advisors

Advisor assignments are made, randomly, within the above departments. Assignment is done in the Dean's Office.

New first-year students are assigned in the summer after they've registered.

New transfer students are assigned to staff in the Dean's Office or in Academic Advising Center for their 1st Semester on campus.

Students changing majors are assigned at the time they submit their major change to the Dean's Office.

Students can check their advisor assignments on the WINGS system and Navigate. **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 online. Approval by the "new" faculty advisor and Dean is required to effect the change.

CBA Canvas Course

All 1st year students, transfer students, and students who change their major will automatically be added to the course. This course includes information on Academic Advising, Course Requirements for each Major/Minor, information on gaining experience, internships, the CBA Application, preparing for registration, and FAQ's.

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 planning 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.

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 Department of the course for review, appropriate paperwork.
- **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 complete placement tests 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 051, ENG 100); 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 with no permissions needed. Instructor or advisor approval is required after that point. Students may drop throughout the semester, check dates here: <https://www.uwlax.edu/records/dates-and-deadlines/>. 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. 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 suspended from 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 prior to the next term.**

Good Standing	Warning	Probation	Suspension
Cumulative and semester GPAs ≥ 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

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 planning guides; CBA Canvas Course 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/MKT 301, IS 300, and IS 310.

Application forms are available on the CBA website. 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). **Late applications are processed as the Dean's Office is able to.**

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. Handshake is a great resource for students to find internships and careers.

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** or **Counseling and Testing**. These offices will provide individual counseling along with printed, audiovisual and online information. Handshake has interest inventories and career exploration tools.

Career Services 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 occasionally 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. Erin Flottmeyer is our Senior Academic Advisor who hosts drop-in hours.

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) – 1209 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, SOCIAL SCIENCES & HUMANITIES, COLLEGE of (CASH & VPA) – 138 Wimberly Hall

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

CAREER SERVICES – 1209 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) – 235 Morris Hall

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

FOOD PANTRY – 3200 Student Union

The Leadership & Involvement Center (LIC) coordinates the food pantry on campus that is available to UWL students, faculty, and staff

FINANCIAL AID – 215 Graff Main Hall

Handles all matters regarding federal and state financial aid programs.

INTERNATIONAL EDUCATION & ENGAGEMENT (IEE) – 1140 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.

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.

PRE-HEALTH STUDENT RESOURCE CENTER – 1209 Centennial Hall

Comprehensive health professions information for students, faculty, and staff. One on one and group academic and career advising with a focus on pre-health paths. Workshops and events for career exploration, grad school preparation, and application tips. Opportunities to explore, shadow, and network via our community partnerships.

SCHOLARSHIP RESOURCE CENTER – Lower Level of the Student Union

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, International Business.*

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

Freshman Year Semester I ECO 110 or 120 Math / Statistics 2-3 General Education courses, including ENG 110/112 or CST 110 14-16 credits	Semester II ECO 110 or 120 Math / Statistics 2-3 General Education courses, including ENG 110/112 or CST 110 14-16 credits
Sophomore Year Semester I ACC 221* 1-2 other pre-business core courses 2-3 General Education courses 14-16 credits	Semester II ACC 222* 1-2 other pre-business core courses 2-3 General Education courses 14-16 credits
Junior Year Semester I 2-3 advanced Professional Core courses 1-2 General Education courses 1-2 Major courses Electives 14-16 credits	Semester II 2-3 advanced Professional Core Courses 1-2 General Education courses 2-3 Major courses Electives 14-16 credits
Senior Year Semester I 0-1 Advanced Professional Core courses 2-3 Major courses electives 14-16 credits	Semester II 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 14-16 credits

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

CBA PLANNING GUIDE (2022-2023 catalog)

Box A total credits: _____ + Box B total credits: _____
 + Box C total credits: _____ + Box D total credits: _____ = _____

Total credits needed to get to 120 (from AR): _____

- total credits remaining for courses (total for Boxes A-D): _____ = _____ electives needed (if any)

^check your Advisement Report in WINGS to ensure that you're also meeting the minimum 40 credits of 300/400 level courses^

Not all students earn 120 credits needed to earn a bachelor of science degree by completing General Education, CBA core, and major courses. Some students will need university electives to earn 120 total credits. It is suggested that students consider adding a minor, certificate, or take elective courses to compliment their major and career goals.

General Education Requirements (42 Credits)

- New students and transfer students with less than 15 credits, must take FYS 100 during one of their first two semesters at UWL

GE 00: First-Year Seminar (3 credits)

Course Name	Credits
FYS 100	3

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

GE 02: Math/Logical Systems

& Modern Languages (7 credits)

Course Name	Credits
STAT 145	4
MTH 160 or 175 or 207*	4

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

Course Name	Credits
Select from list	3

GE 04: Intn'l & Multicultural Studies (6 credits)

Course Name	Credits
HIS 110 or ARC 200	3
ECO 120*	3

GE 05: Science (4 credits)

Course Name	Credits
Select from list	4

GE 06: Self & Society (3 credits)

Course Name	Credits
ECO 110*	3

GE 07: Humanistic Studies (3 credits)

Course Name	Credits
Select from list	3

GE 08: Arts (2 courses required

from different departments)

Course Name	Credits
Select from list	2-3
Select from list	2-3

GE 09: Health & Physical

Well-Being (3 credits)

Course Name	Credits
Select from list	3

Credits remaining of General Education*: Box A

*Some courses for General Education also count for CBA core (ECO 110, ECO 120, ENG 110/112, STAT 145, MTH 160/175/207)

BUSINESS PROGRAM ADMISSION REQUIREMENTS - CBA PRE-BUSINESS CORE

1. Minimum grades of "C" required in: ECO 110, ECO 120, ACC 221, ACC 222, BLAW 205, and MTH 160/175.

- ☐ ECO 110 (3cr)* Prereq: MTH 051 with C or better or placement in MTH 150 or higher
- ☐ ECO 120 (3cr)* Prereq: MTH 051 with C or better or placement in MTH 150 or higher
- ☐ 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
- ☐ MTH 160 or 175 or 207 (4-5cr)* Prereq: MTH 150 or appropriate placement

2. COMPLETION (or in progress) of at least three of the remaining five pre-business core courses.

- ☐ ENG 110 or 112 (3cr)*
- ☐ STAT 145 (4cr)*
- ☐ ECO 230 (3cr) Prereq: ENG 110/112, STAT 145
- ☐ IS 220 (3cr) Prereq: sophomore standing
- ☐ MGT/MKT 301 (3cr) Prereq: ACC 221, CST 110, ECO 110, ECO 120, ENG 110, sophomore standing

Any remaining pre-business core courses not taken prior to admission should be completed as soon as possible after admission.

3. 54 or more credits earned (or in progress).

4. Combined cumulative GPA of 2.50 (This includes courses taken at UWL and elsewhere).

5. Submit application for admission to the business program prior to mid-semester. Students taking winter or summer courses to be eligible should apply the preceding semester.

Credits remaining of Pre-Business Core*: Box B

COLLEGE OF BUSINESS ADMINISTRATION - PLANNING GUIDE

CBA UPPER CORE and CAPSTONE (taken after admitted to business program)

- ☐ FIN 355 (3cr) Prereq: ECO 110, ECO 120, ACC 222, admission to business
- ☐ MGT 308 (3cr) Prereq: admission to business
- ☐ MGT 393 (3cr) Prereq: STAT 145, MTH 160 or 175 or 207, admission to business
- ☐ MKT 309 (3cr) Prereq: ECO 110, admission to business
- ☐ MGT 449 (3cr) **Completion of all other core courses is required before enrollment in MGT 449**

Credits remaining of Upper Core: Box C

Majors

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

Minors

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

Major courses remaining:

Credits remaining for Major:

2nd Major or minor(s) courses remaining:

Credits remaining for 2nd Major or minor(s):

Total credits remaining for major(s) and minor(s): Box D

To view requirements for each major and/or minor as well as sample 4-year plans, visit the catalog at:

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

Writing Emphasis: 2 courses required for all majors except Economics which is a writing in the major program.

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 major (not core). See the class timetable or schedule planner for information on offerings each semester (not a set list).

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 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 in WINGS 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 ensure general education, CBA core, major/minor, and graduation requirements are met.

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

Requirements for students entering the University of Wisconsin-La Crosse Summer 2022 or later. Students who entered the university prior to Summer 2022 should view their advisement report or the archived catalogs at: <http://catalog.uwlax.edu/archivedcatalogs/>

ADMISSION to the BUSINESS PROGRAM REQUIREMENTS

- **Minimum grades of “C” earned (or in progress) in these six courses:**
 - ECO 110
 - ECO 120
 - ACC 221
 - ACC 222
 - BLAW 205
 - MTH 160, 175, or 207

- **Completion (or in progress) of at least three of these five courses:**
 - ENG 110/112
 - ECO 230
 - IS 220
 - STAT 145
 - MGT/MKT 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.

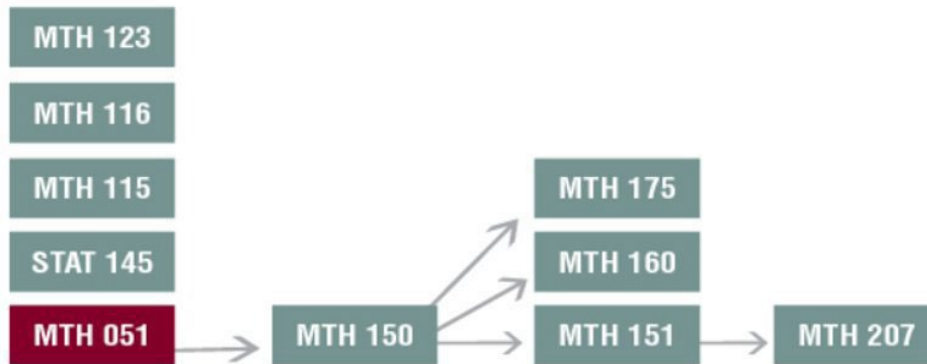
Applications are accepted during the fall and spring semesters only; the deadline date is always mid-semester. **Late applications may not be accepted. Students who are meeting admission requirements over winter or summer sessions must submit applications within the semester deadlines.**

PLACEMENT IN MATHEMATICS

All CBA majors must complete MTH 160 (Math for Business), MTH 175 (Applied Calculus), or MTH 207 (Calc 1) 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 160.

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 160. 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.

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 100 and MTH 051), must/should complete the coursework in their freshman year. If they have not yet enrolled in the requirement, they must do so in the second semester.
- The pre-business requirements should be reviewed for completion over the next three semesters.
- ARs will identify uncompleted program requirements.

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/MKT 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 may not be 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:

First year	Credits
ECO 110 ¹	3
ECO 120 ¹	3
ENG 110 or 112 ¹	3
MTH 160, 175 or 207 ¹	4-5
STAT 145 (or equivalent) ¹	4

17-18

Sophomore year	Credits
ACC 221 ²	3
ACC 222	3
BLAW 205	3
ECO 230	3
IS 220	4
MGT/MKT 301	3

Admission to the CBA Business Program is required prior to enrollment in the junior/senior level business courses.

19

Junior year	Credits
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.

12

Senior year	Credits
MGT 449 ³	3

Total Credits: 51-52

¹ These courses also will fulfill Gen Ed requirements.

² Accountancy majors may complete in first year.

³ 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

2022-23 REQUIREMENTS

ACCOUNTANCY (30 Credits)

Course	Credits	Name	Prerequisite	Offered
ACC 311	3	Intermediate Accounting I	ACC 221	Fall, Spring
ACC 312	3	Intermediate Accounting II	ACC 311; admission to business	Fall, Spring
ACC 313	3	Intermediate Accounting III	ACC 312; admission to business	Fall, Spring
ACC 325	3	Cost Accounting	ACC 222, STAT 145; admission to business	Fall, Spring
ACC 327	3	Accounting Information Systems	ACC 311, IS 220; admission to business or IS minor	Fall, Spring
ACC 330	3	Individual Income Taxation	ACC 311; admission to business	Fall, Spring
ACC 418	3	Business Law for Accountants	BLAW 205; senior standing; ACC major; admission to business	Fall, Spring
ACC 421	3	Advanced Accounting	ACC 313; junior standing; admission to business	Fall, Spring
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>		

BUSINESS ANALYTICS (Credits)

Course	Credits	Name	Prerequisite	Offered

PENDING APPROVAL -- COMING SOON!

ECONOMICS (21 credits)

Course	Credits	Name	Prerequisite	Offered
ECO 305	3	Intermediate Macroeconomic Analysis	ECO 110, ECO 120; MTH 160, MTH 175 or MTH 207	Fall, Spring
ECO 307	3	Intro to Econometrics, Forecasting & Time Series	STAT 145 or STAT 245; ENG 110 or ENG 112	Fall, Spring
ECO 308	3	Intermediate Microeconomic Analysis	ECO 110, ECO 120; MTH 160, MTH 175 or MTH 207	Fall, Spring
ECO electives	12	<i>Of the elective credits, three credits may be any course in the CBA</i>		



MAJORS

2022-23 REQUIREMENTS

FINANCE (21 credits)

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

INFORMATION SYSTEMS (29 credits)

Course	Credits	Name	Prerequisite	Offered
CS 120	4	Software Design I	MTH 151, MTH 160 or MTH 175 or math placement test scores at or above MTH 151	Fall, Spring
CS 220	4	Software Design II	CS 120; concurrent enrollment in CS 225 recommended	Fall, Spring
CS 364	3	Introduction to Database Management Systems	CS 220	Fall, Spring
IS 300	3	Data Analytics for Business Problem Solving and Decision Making	IS 220; admission to business or IS major/minor	Fall, Spring
IS 310	3	Information System in Networked Environments: Technical Foundations and Applications	IS 220; admission to business or IS major/minor	Fall, Spring
IS 320	3	Enterprise Systems for Decision Making and Data Analytics	IS 300; admission to business or IS minor or HISM minor	Fall, Spring
IS 401	3	Management Information Systems: Analysis and Design	IS 300, IS 310; admission to business or IS minor	Fall
IS 411	3	Management Information Systems: Design and Implementation	CS 364 and IS 401; admission to business	Spring
IS elective	3	<i>Select from approved list</i>		



MAJORS

2022-23 REQUIREMENTS

INTERNATIONAL BUSINESS (30 credits)

Course	Credits	Name	Prerequisite	Offered
ECO 340	3	Introduction to International Economics	ECO 110	Fall, Spring
FIN 440	3	Multinational Financial Management	FIN 355; junior standing; admission to business	Spring
MKT 341	3	International Marketing	MKT 309; admission to business or IB minor	Fall, Spring
MGT 360	3	Global Perspective on Business	admission to business or IB minor; junior standing	Fall, Spring
BLAW 405	3	The Law of International Business Transactions	BLAW 205; admission to business	Fall, Spring
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)

Course	Credits	Name	Prerequisite	Offered
MGT 360	3	Global Perspective on Business	admission to business or IB minor; junior standing	Fall, Spring
MGT 408	3	The Global Responsibility of Business	admission to business; senior standing	Fall, Spring
MGT 385	3	Human Resources: Employment	admission to business; junior standing	Fall, Spring
or MGT 420	3	Entrepreneurship	admission to business; junior standing	Fall, Spring
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)

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



Minors

2022-23 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	Three (3) additional three (3) credit accounting courses numbered 300 or above (excluding ACC 350, ACC 450 or ACC 499)	

ECONOMICS (18 credits)

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

BUSINESS ANALYTICS (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
IS 220	3	Information Systems for Business Management	Sophomore standing
IS 300	3	Data Management for Business Problem Solving	IS 220 or HAM minor
IS 320	3	Enterprise Systems: Decision Making and Data Analysis	admission to business or IS major or BA minor
IS 360	3	Management of Business Analytics	admission to business or IS minor or BA minor; junior
Elective	6	Select 2 - (3 credit) elective courses	

Available electives (offering varies by semester): ACC 327, CS 115, ECO 307, FIN 437, IS 340, IS 401, IS 405, IS 440, MKT 465, MKT 467, STAT 405, STAT 443, STAT 445, STAT 446, STAT 448

HEALTHCARE ANALYTICS MANAGEMENT (21 credits)

Course	Credits	Name	Prerequisite
ECO 230	3	Business and Economics Research and Communication	ENG 110/112; STAT 145
IS 300	3	Data Management for Business Problem Solving and Decision Making	IS 220 or HAM Minor
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:	
		ANT 370	PH 200
		PUB 334	PUB 344
			SOC 420

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

INFORMATION SYSTEMS (19credits)

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

Course	Credits	Name	Prerequisite
IS 220	3	Information Systems for Business Management	Sophomore standing
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 401	3	Management Information Systems: Analysis and Design	IS 300
Elective	3	Select one of the following:	
		ACC 327	CS 120
		IS 330	IS 340
		IS 360	IS 405
		IS 411	IS 440
		MGT 395	

INTERNATIONAL BUSINESS (18 credits)

Course	Credits	Name	Prerequisite
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 375
		MKT 445	ECO 440
		MGT 430	MGT 408
		MGT 431	IB 450 or MGT 452
		MGT 484	MKT 440
		MGT 492	
		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)

Course	Credits	Name	Prerequisite
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/MKT 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
		ENV 101	ENV 303
		GEO 200	GEO 211
		HIS 317	PHL 341
		PUB 338	PSY 302
		SOC/RGS 363	

PART III

SAMPLE FORMS & FAQ



Forms Available Online

Now Available Online @ <https://www.uwlax.edu/cba/resources/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 on a rolling basis.

- **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 1st 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, use the form for that college/school. This form declares your major but is not an application to the business program.

- **Change of Advisor Form**

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

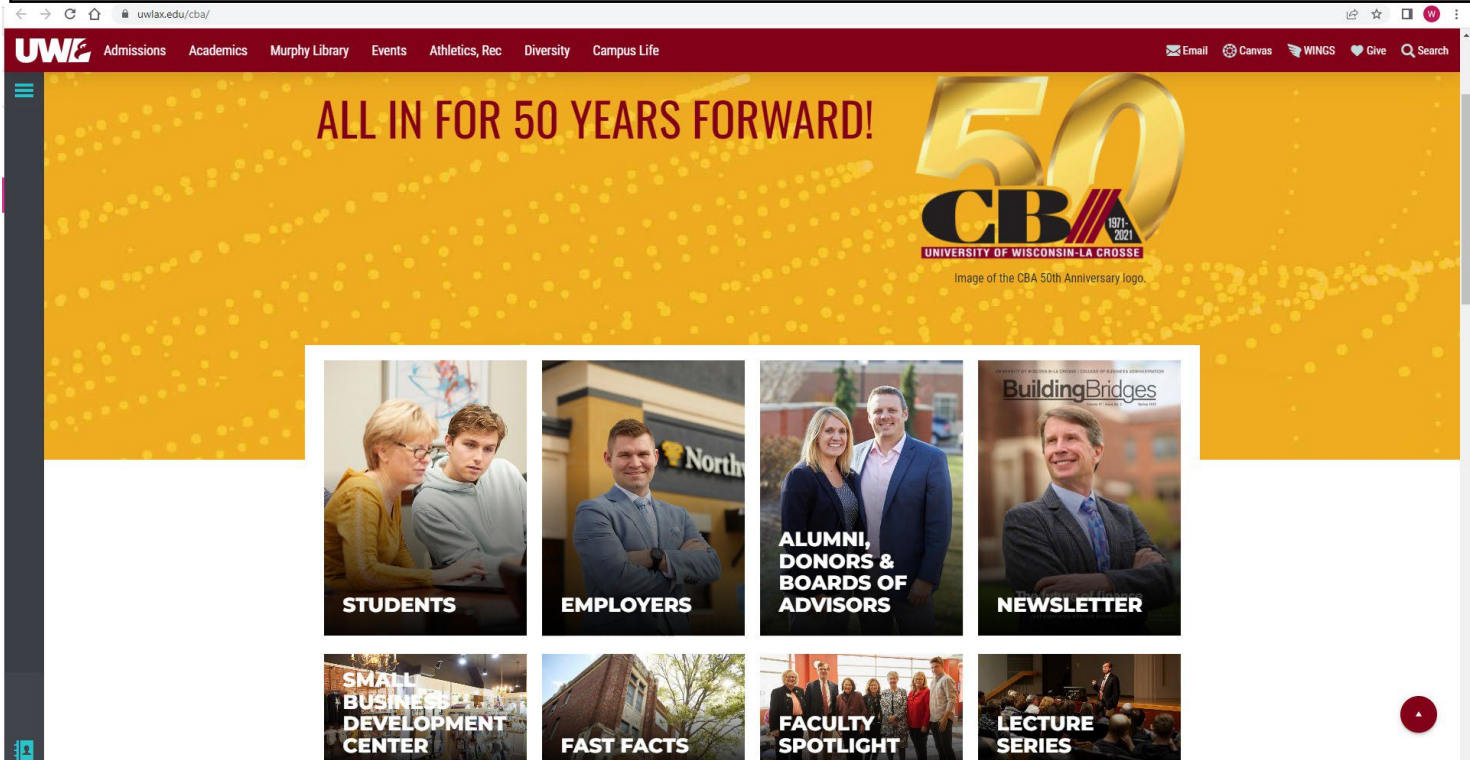
- **Off Campus Course Evaluations and Permit Form**

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

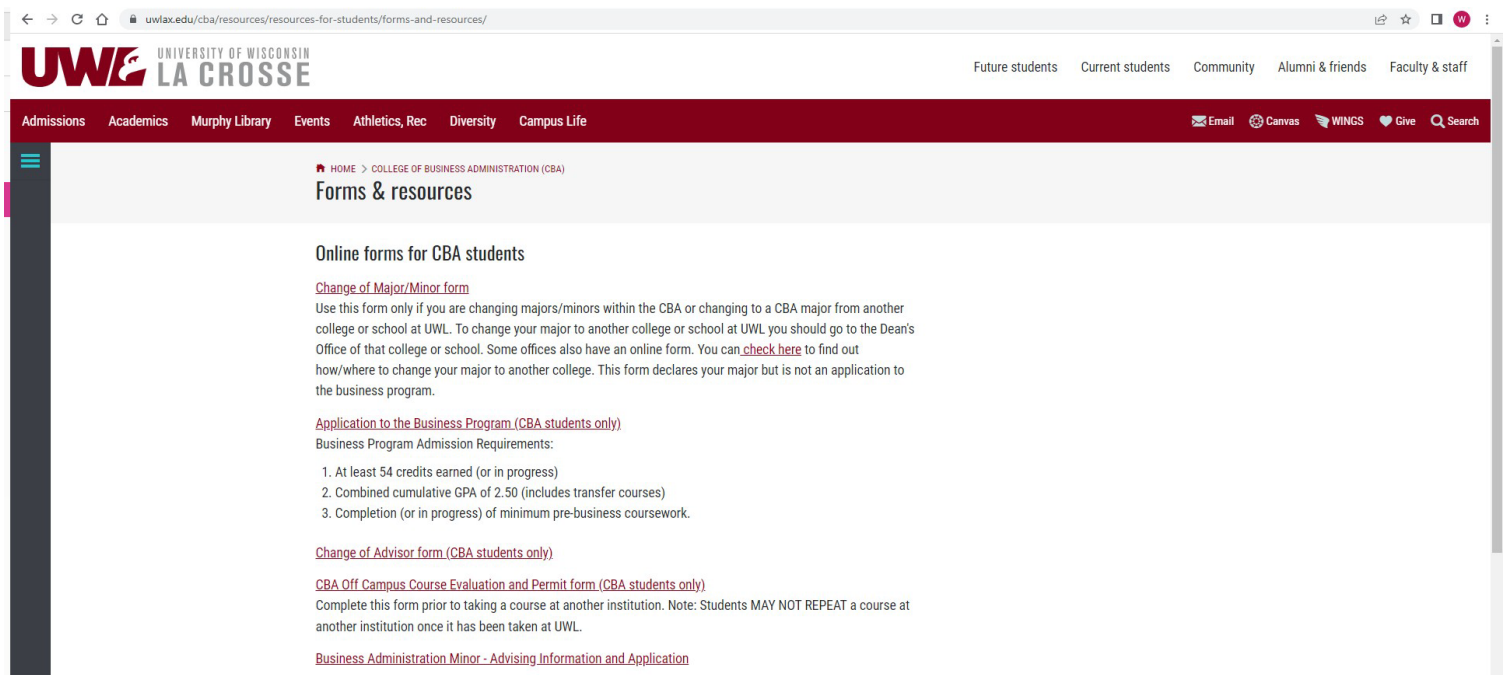
*** NOTE: Students MAY NOT REPEAT** a course at other institutions once it has been taken at UWL.

(OVER)

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 box labeled "Students"



4. Click on the box labeled "Forms & Resources"
5. There you will find all four forms listed.
6. Click on the link associated with the form you would like to fill out.



(OVER)

FAQ for CBA Faculty Advisors

Business Program Applications

Late? Will be processed as the Dean's Office is able to. Students will need to wait to register for courses requiring admission to business until it is processed.

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, the Dean's Office will look over applications when available.

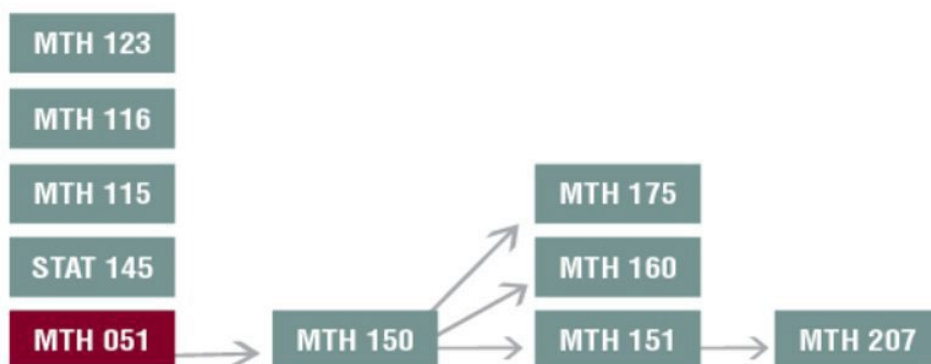
Meet all the admission requirements, but don't have 2.50 GPA? Students should submit the application, by the deadline, and the application will be re-checked after grades are posted.

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 160 (Math for Business), MTH 175 (Applied Calculus), or MTH 207 (Calc 1) 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.**

My advisee hasn't taken the placement exam! Refer them to Counseling & Testing Center. Unless your advisee has transferred in both MTH 160 and STAT 145, they have to take it and get a placement value before they can enroll in any math course, beyond MTH 051/STAT 145 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 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.

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 take 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 fill out the off campus form.

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 institution using Transferology: <https://www.transferology.com/>

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 1140 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 Department of the courses they want to take.

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

Instructions for how students can find specific Writing Emphasis Courses can be found here: <https://www.uwlax.edu/records/registration-tips-and-tricks/#tm-writing-emphasis-courses>