



COLLEGE OF BUSINESS
ADMINISTRATION

Faculty Advising Handbook

INDEX

WELCOME

PART I – GENERAL INFORMATION ADVISING RESOURCES

- Some Suggestions for Establishing Advising Relationships
- Advising Responsibilities & Expectations
- Advising Evaluation
- Advisor/Advisee Assignment
- Multicultural Business Scholars Program
- Program Information Resources
- Academic Issues
- Career Advising
- Supplemental Advising
- Student Support Office – (Directory)

PART II – REGISTRATION & CURRICULUM INFORMATION

- Bachelor's Degree – (sample four-year-plan)
- Curriculum Guide
- Business Program Requirements
- Math Map
- Business Core Course Sequencing
- Major (current year) Requirements

PART III – SAMPLE FORMS & FAQ

- Planning Guide
- Online Forms
 - Change of Major/Minor
 - Application to the Business Program (CBA students only)
 - Change of Advisor (CBA students only)
 - Off-Campus Course Evaluation and Permit
- FAQ for CBA Faculty Advisors

WELCOME!

Advising Handbook

There are also many new resources on the web for anyone to access. The link for the site is found in the "Students" section of the CBA homepage: <https://www.uwlax.edu/cba/resources-for-students/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://share.uwlax.edu/profile/> and setting up your appointment availability in Navigate.

Four-Year Graduation Guarantee

Qualified students must set up 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.

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PART I

GENERAL INFORMATION ADVISING RESOURCES

Advising Responsibilities and Expectations

Based on the College's commitment to provide quality programs for our students, and the students' expressed needs, it is expected that every faculty advisor should, at the minimum, be able to completely 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

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 day of classes.
- **Send a note of introduction and welcome to your new advisees.** Invite them to stop by. You can access your advisees from the Faculty Center in WINGS or as your Assigned Students in Navigate.
- Ask your advisees, particularly new first-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 save 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 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 our best efforts. Concentrate your energy and thoughts on those who do.

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 students. Every other year the CBA also conducts a program assessment of current students and alumni using Education Benchmarking Inc. (EBI). The Survey includes some advising satisfaction questions. Every 3-5 years the CBA evaluated advising (students and faculty) using its own surveys.

Advisor/Advisee Assignments

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

- **All first-year students, sophomores in Finance, Management, and Marketing to Dean's Office advisors**
- **ACCOUNTANCY** – sophomore through senior students to accountancy faculty.
- **BUSINESS ANALYTICS** – sophomore through senior students to information systems faculty.
- **ECONOMICS** – sophomore through senior students to economics faculty.
- **FINANCE** – junior and senior students to finance and economics faculty.
- **FIN (RIFP)** – junior and senior students to finance and economics faculty.
- **FIN (FINANCIAL PLANNING)** – junior and senior students to finance and economics faculty.
- **INFORMATION SYSTEMS** – sophomore through senior students to information systems faculty.
- **INTERNATIONAL BUSINESS** – sophomore through senior students to international business advisors.
- **MANAGEMENT** – junior and senior students to management faculty.
- **MARKETING** – junior and senior students to marketing faculty.
- **UNDECIDED** – first-year students and sophomore students to Academic Advising Center professional advisors, juniors to Dean's Office 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 have registered.

New transfer students are assigned to the staff in the Dean's Office or in the Academic Advising Center for their first semester or year 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 or 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 CBA students and faculty are added to the course. This course included 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 AR 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 very year alone. 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 version for their program, 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 first-year students 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 a 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. Student 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. **Student on probation will be required to meet with their faculty advisor prior to registration for 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 the Business Program Requirements

This is a vital advising issue for students in the first half of their degree. **Requirements for the admission are listened 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 upper-level courses in the junior-year. Appropriate scheduling sequences are identified in Part II of this handbook.

Students must finish pre-business requirements 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.

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**.

Supplemental Advising

The Dean's Office coordinates the CBA advising program and provides 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. CBA Dean's Office hosts drop-in hours 9-12 and 1-4 Monday-Thursday during the semesters.

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

- 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 – 124 Wimberly Hall

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

Admissions – 2320 the Union

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

Arts, Social Sciences & Humanities, College of (CASSH & VPA) – 138 Wimberly Hall

- Advise students considering majors in the arts area (art, music, communication 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 – 235 Morris Hall

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

Financial Aid – 215 Graff Main Hall

- Handles all matter regarding federal and state financial aid programs.

International Education & Engagement (IEE) – 215 Graff Main 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 Union

- 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)– 105 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

Bachelor's Degree

Generic, sample four-year degree plans can be found in the catalog:

[Accountancy](#)

[Business Analytics](#)

[Economics](#)

[Finance](#)

[Finance – Personal Financial Planning](#)

[Finance – Risk Insurance, Financial Planning](#)

[Information Systems](#)

[International Business](#)

[Management](#)

[Marketing](#)

Admission to the Business Program Requirements

There is **no longer** an application for the Business Program!

WINGS now recognizes if you're taking/have taken pre-business coursework.

Eligibility to take upper core courses:

- At least **54** credits earned (or in progress)
- Completion (or in progress) of pre-business coursework
- Grades of "C" or higher in pre-business courses

Pre-Business Courses

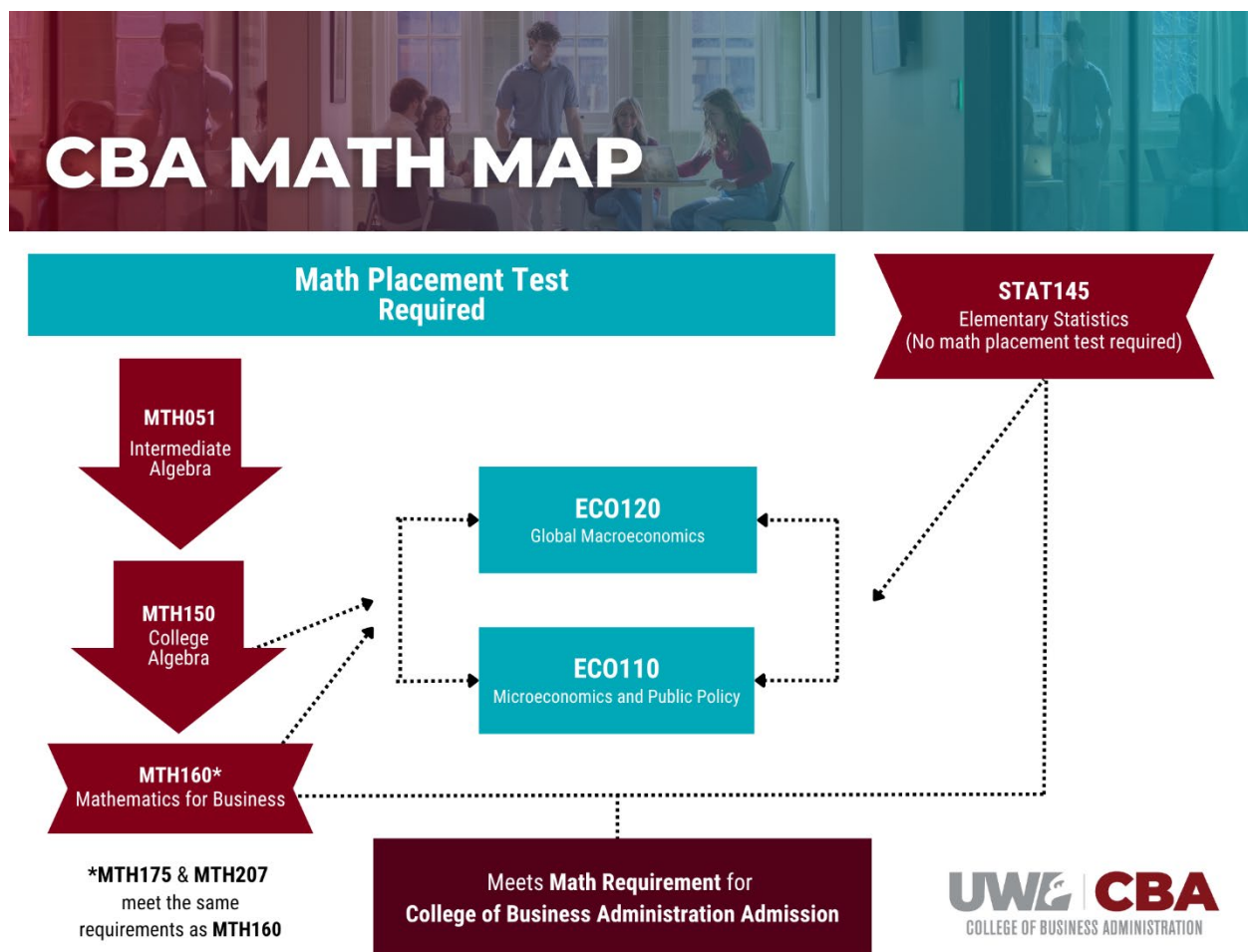
- **ECO 110:** Microeconomics & Public Policy
 - Prereq: MTH 051 with C or better or placement in MTH 150 or higher
- **ECO 120:** Global Macroeconomics
 - Prereq: MTH 051 with C or better or placement in MTH 150 or higher
- **ACC 221:** Accounting Principles I
 - Prereq: 12 credit hours
- **ACC 222:** Accounting Principles II
 - Prereq: ACC 221 with C or better
- **BLAW 205:** The Legal and Ethical Environment of Business
 - Prereq: sophomore standing, ECO 110 or 120
- **MTH 160:** Mathematics for Business or MTH 175: Applied Calculus or MTH 207: Calculus 1
 - Prereq: C or better in MTH 150 or appropriate placement
- **ENG 110:** College Writing or ENG 112: College Writing AP
 - Prereq: ENG 100 or appropriate placement
- **STAT 145:** Elementary Statistics

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 175 or MTH 207, an automatic substitute for MTH 160.

All CBA majors must also complete STAT 145, Elementary Statistics, for admission. The placement level for STAT 145 is the same as for MTH 051. They can enroll in either course to start.

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:



PART III

SAMPLE FORMS & FAQs

Forms Available Online

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

- **Change of Major/Minor Form**
 - Use this form only if you are changing any majors, minors, or certificates.
- **Change of Advisor Forms**
 - Use this form **only if you are a CBA student** wanting to change advisors within your major.
- **Off Campus Course Evaluation and Permit Form**
 - Complete this form prior to taking a course at another institution.

FAQs for CBA Faculty Advisors

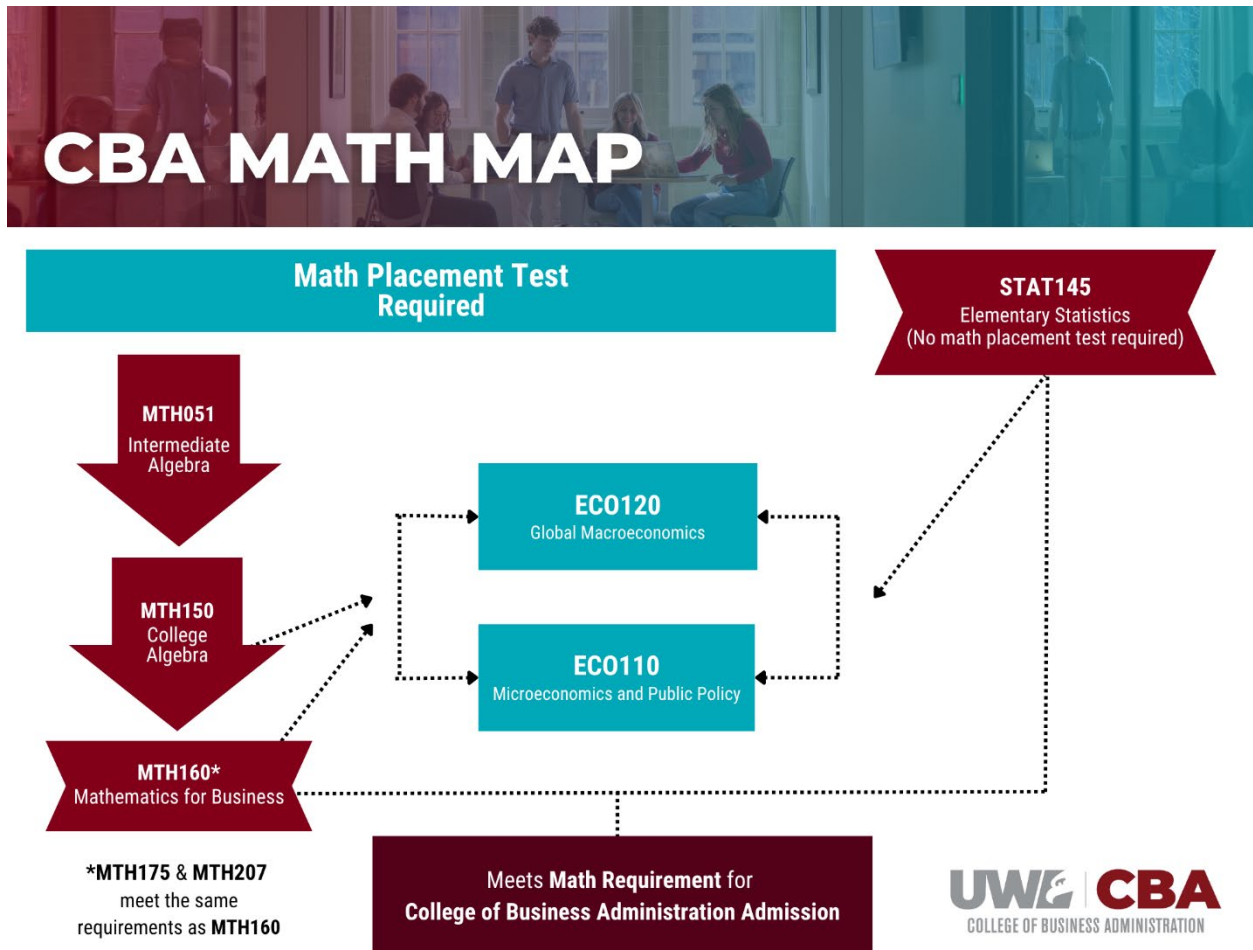
Business Program Applications

GONE!

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 175 or 207**, an automatic substitute for MTH 160. **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 must 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 499 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 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.

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 transfer from another institution using Transferology: [https:// www.transferology.com/](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 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](https://www.uwlax.edu/records/registration-tips-and-tricks/#tm-writing-emphasis-courses)