Advising Syllabus
Marilyn Davies College of Business (MDCOB) Undergraduate Advising
Fall 2020

Office Hours: Monday through Friday, 8:00am to 5:00pm
Office Location: 320 North Main Street, Suite B101
Office Telephone: (713) 221-8675
Email: cobadvise@uhd.edu
MDCOB Advising Website: https://tinyurl.com/y3acgzto

NOTE: Syllabus is not exhaustive and subject to change without notice.

The MDCOB Advising Office offers general and personalized advisement primarily to students formally accepted into the college for one of the nine Bachelor of Business Administration programs, Accounting, Finance, General Business, Insurance & Risk Management, International Business, Management, Management Information Systems, Marketing, and Supply Chain Management, as well as students with a declared business minor (see current catalog for list of available minors).

Until further notice, student advisement is conducted by appointment through phone or zoom. Call 713-221-8675 to schedule an advising appointment. Leave a voicemail (if needed) with your name, ID number, call back number, and the reason for your call so that we can get back to you as soon as possible. Most staff are still working remotely, so you may get called back from a google voice number. Ensure your voicemail is set up and your phone settings allow calls from unknown numbers.

Gatormail is the official student email of UHD. All email correspondence from you and to you will occur using Gatormail. Responses to email messages received will be sent within 1-2 business days. However, please note that emails sent over the weekend or during University holidays/closures may not receive a reply until the next 1-2 business days. It is important that you plan accordingly.

Academic Advising Definition and Philosophy:

Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association).
Admission and Declaration of Major Requirements:

If you are a continuing student at UHD, you will be a declared major in Business if you meet the following criteria:

- UHD GPA is 2.25 or higher, and
- Completion of common core, and
- Minimum grade of “C” in MATH 1324.

If you are a student transferring to UHD, you will be a declared major in Business if you meet the following criteria:

- GPA is 2.25 or higher at the last college or university attended, and
- Completion of common core, and
- Minimum grade of “C” in MATH 1324.

If you do not meet the criteria above, you do not qualify for admission into the Marilyn Davies College of Business and will be classified as a pre-major based upon your respective major of interest.

Student Responsibilities:

We in the MDCOB Advising Office expect you to:

- Read and comply with the UHD Catalog and Student Handbook.
- Schedule timely and regular appointments with an advisor.
- Show up on time and prepared to your advising appointments.
- Ask questions.
- Seek advising at the first signs of academic difficulty.
- Use Gatormail for all UHD-related correspondence.
- Keep a personal record of your degree plan and advising notes.

Advisor Responsibilities:

You can expect your advisor to:

- Listen carefully to your questions and concerns.
- Accurately document your progress toward meeting academic goals.
- Guide you in choosing courses applicable to your degree plan.
- Refer you to resources and relevant departments as needed.
- Communicate degree plan requirements, policies, and procedures.
- Maintain confidentiality in accordance with FERPA.

Important MDCOB Academic Policies

Minimum GPA Requirement for Good Standing and Graduation: You must maintain a minimum UHD GPA of 2.0 to be in good academic standing. You must maintain a 2.0 UHD and MDCOB GPA to remain in the college, and be approved to graduate; additionally, Finance majors must have a minimum 2.0 Finance GPA to be approved to graduate.
Important MDCOB Academic Policies, cont.

Academic Probation and Suspension in the MDCOB: Per the catalog: “Academic probation is a warning to the student that his or her academic record has been unsatisfactory. A student who is not making satisfactory progress toward meeting graduation requirements may be placed on academic suspension if this record does not improve.”

This means that if your cumulative UHD GPA falls below 2.0, you are placed on academic probation. The cumulative UHD GPA for academic probation is computed on grades earned at UHD. If you are on academic probation, you must complete the Gator Plan of Action form available on the Advising website, then schedule an advising appointment with an academic advisor before registration to discuss your plans, academic progress and GPA repair, and available academic support. We recommend that you read the information in the catalog regarding Academic Probation and Suspension on the link above as well as the section on Dismissal from the Marilyn Davies College of Business.

Three-Attempt Rule: If you are unsuccessful in a required course after three attempts, you will be dismissed from the MDCOB for failure to make progress (also referred to as the “Duplication Policy”). MDCOB interprets a required course as any course in the Business Core or Major Requirements. Finally, the MDCOB will interpret failure to progress as not moving forward in a degree plan. In some majors a “D” in a course will be considered unsuccessful if the degree sequence requires a “C” or better. An attempt is registered when you receive either a grade or “W” for the course.

Prerequisites for MGT 4302: You must successfully complete all of the following classes BEFORE you can take MGT 4302: BA 3300, BA 3301, MGT 3301, MKT 3301, MIS 3302 (except for ACC majors), MGT 3332, FIN 3302, and BA 3350. Those classes cannot be taken with MGT 4302. We do not waive prerequisites!

Application for Graduation: You must apply for graduation in myUHD for the semester in which you plan to graduate. Application dates are found in the online Academic Calendar. Further instructions are available on the Registrar’s Office page: https://www.uhd.edu/registrar/students/records-requests/Pages/registrar-graduation.aspx.

MDCOB Career Center:

While the MDCOB Career Center is separate from the MDCOB Advising Office, we want you to be aware of the services they provide and how they can assist you. You can contact the MDCOB Career Center to get help with major exploration, discover types of jobs for your major, find internships, and more: https://www.uhd.edu/academics/business/centers-institutes/career-center/Pages/career-center.aspx
Frequently Asked Questions (FAQs):

Q: How do I know what subjects offered in the MDCOB?

A: The following subjects, along with their respective prefixes, are offered in the MDCOB: Accounting (ACC), Finance (FIN), General Business (GBUS), Insurance and Risk Management (IRM), International Business (INTB), Management (MGT), Management Information Systems (MIS), Marketing (MKT), Supply Chain Management (SCM).

Q: How do I know what courses I am required to complete to fulfill my major? What courses should I take next?

A: We recommend that you check your degree plan online by accessing the Degree Progress Report (also known as DPR or Advisement Report) in MyUHD. To access the report, go to myUHD, Student Center, select Academic Requirements from the drop down menu. Additionally, Program Guides are available online on the MDCOB Advising Website. The Program Guide is like a roadmap in that it lists all the courses required for that major and the recommended order that you should take the classes in accordance with how the prerequisites are structured. Finally, degree plan information is available in the catalog online.

Q: I am attempting to add a class, but I’m getting a message stating Prerequisites Not Met. What do I do?

A: Prerequisites are NOT optional. They are requirements that you must satisfy PRIOR to taking a desired course. Details regarding prerequisites for a course are described in the academic catalog along with the course descriptions. It is your responsibility as a student to ensure that you meet the prerequisites prior to enrollment in a course. If you enroll in a course that you do not meet the prerequisites for, you may be administratively withdrawn from the course at any time. If you believe you have received the Prerequisites Not Met message in error, contact the MDCOB Advising Office.

Q: How do I identify lower level (LL) and upper level (UL) courses?

A: A LL course is any course number beginning with a 1XXX/2XXX; these are freshman or sophomore level courses (e.g.-ACC 2301). An UL course begins with a 3XXX/4XXX; these are junior or senior level courses (e.g.-BA 3300). These courses may also be referred to as advanced level courses. The 2nd digit of a course indicates semester credit hours (e.g.-ACC 2302 = 3 hours).
FAQs, cont.

Q: Do I have to earn a certain grade in my Business courses?

A: Some courses require a grade of C or higher for all Business majors or for specific majors. Review your degree plan information in the catalog for more details.

Q: What is a Business Elective?

A: A business elective is a course requirement often offered within a degree plan that allows you various business course options to fulfill according to your academic goals. Electives generally have a set of parameters that guide your selection of courses (i.e. an approved list of courses, or a specific rule regarding courses). Business electives are NOT optional.

Q: Do I have to meet with an advisor before registering for classes?

A: We highly recommended that you meet with an advisor every semester prior to registration and that this meeting occur well before registration opens for the next term. However, if you are a declared Business major in good academic standing, you are not required to meet with an advisor prior to registering and can register when the enrollment period opens every term until completion. Be aware that if you wait until registration opens and/or classes begin to see an advisor, you may experience a delay in getting an advising appointment. Please plan accordingly.

Q: What is a minor? Do I have to have one?

A: Minors are optional. You do not need a minor in order to graduate with a BBA in a MDCOB major. A minor is typically 18 semester credit hours beyond the major requirements, and is specific to the subject area of choice. Minors generally complement your academic and career goals. If you want to add a minor to your record, you are responsible for all prerequisites and requirements necessary for the major and minor in order to graduation successfully. You can find a list of available minors in the online catalog.

Q: I want to change my major/minor. What should I do?

A: You should meet with an advisor first to discuss the major/minor requirements. Once you determine you want to change your major/ minor, you must complete and submit the Program Plan Change Form available on the MDCOB Advising website or in the MDCOB Advising Office.
FAQs, cont.

Q: What are the business core classes? Do I have to take them?

A: All Business majors must take and successfully complete all of the business core classes. The lower level and upper level business core classes are listed in your academic advisement report in myUHD. MGT 4302 is the last business core class. You must have all of the other business core classes successfully completed before you can take MGT 4302. You cannot take any of the follow classes at the same time as MGT 4302: BA 3300, BA 3301, MKT 3301, MGT 3301, BA 3350, MIS 3302 (not required for ACC majors), FIN 3302, MGT 3332.

Q: I have questions about the Statistics class. Which one do I take? Who do I contact if I have any issue with the class?

A: Starting in Fall 2020, all business majors have the option to take either STAT 2305 or STAT 3309 as long as you meet the prerequisites. Whichever course you take, you must make a ‘C’ or better in it. Statistics courses are “owned” by the Department of Mathematics and Statistics within the College of Sciences and Technology; therefore, if you have issues with the Statistics courses, you must work with the professor for your class and/or the Department of Mathematics and Statistics within the College of Sciences and Technology.
Application for Graduation Checklist

The purpose of this checklist is to provide students with important things to consider regarding the process of applying for graduation.

BEFORE the start of your anticipated final semester, these are some things to consider:

☐ Meet with an academic advisor before registering for your anticipated final semester.

☐ Meet with a career coach in the MDCOB Career Center for resume review, internships, career fairs, mock interviews, and other career-related concerns.

☐ If you plan to request a change of major or add/remove a minor, please submit the Program Plan Change form, available on the MDCOB Advising Website, to cobadvise@uhd.edu. Wait until you receive confirmation that the major/minor change has been processed before proceeding to apply for graduation. Note: if you plan to complete a minor, you must do so before graduation; you cannot complete a minor after graduation.

☐ If you plan to retake a class for grade repair to bring up your GPA, review the policy on Repeated Courses in the catalog. Grade repair must be done before you graduate.

AFTER you have registered for your anticipated final semester, we recommend that you:

☐ Review your advisement report in myUHD. Do all requirements say “satisfied”? If any requirements say “not satisfied”, this is an indication you may not be on track for graduation and need to schedule an advising appointment.

☐ Review the prerequisites for the courses you registered for and ensure that you meet the prerequisites for all of the courses that you added. You the student bear the responsibility for following all prerequisites and may be administratively dropped at any time for failure to meet prerequisites.

☐ Apply for graduation in myUHD. See academic calendar online for deadlines.

☐ Continue to monitor GatorMail regularly for any updates.

☐ Monitor the Commencement website, uhd.edu/commencement, for what you need to know if you plan to attend the ceremony, ordering a cap and gown, and more. Participating in Commencement is not mandatory. Your participation in Commencement does not mean that you have legally graduated, as diplomas are not handed out at Commencement.
Application for Graduation Checklist, cont.

**AFTER** grades have posted for your anticipated final semester:

- Review your advisement report in myUHD. Do all requirements say “satisfied”? If any requirements say “not satisfied”, this is an indication that you may not be approved for graduation and need to schedule an advising appointment.

- If you know that you did not successfully complete one or more of your classes, email cobadvise@uhd.edu to let us know immediately. Your graduation application prevents future term enrollment.

- Once grades post, the MDCOB reviews each graduation application one by one. This process takes approximately 4-6 weeks after the official close of the semester to review all graduation applications.

- Continue to monitor Gatormail regularly for any updates. The Graduation Unit in the Registrar’s Office will communicate with you regarding degree conferral. Their email address is uhdgraduation@uhd.edu.

- Are you planning to take additional undergraduate-level classes after you graduate? If so you must apply to UHD as a post-baccalaureate student: [https://www.uhd.edu/admissions/post-baccalaureate-students/Pages/admissions-postbac.aspx](https://www.uhd.edu/admissions/post-baccalaureate-students/Pages/admissions-postbac.aspx).