UNDERGRADUATE ACADEMIC ADVISING SYLLABUS

MDCOB Academic Advising Overview:
The Marilyn Davies College of Business (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 (see listing on the right).

Office Hours
Monday, Wednesday, Thursday 8:00 AM – 6:00 PM
Tuesday 8:00 AM – 7:00 PM
Friday 8:00 AM – 5:00 PM

Student advisement is regularly conducted by appointment, Monday through Friday, which are reserved in 20-minute blocks. Appointments can be conducted in person, by phone, or virtually. Call 713.221.8675 or visit the Advising Office to schedule accordingly. Arrive early for your advising appointment.

In addition to appointments, walk-in times are strategically scheduled throughout the academic calendar year. Students are encouraged to call the office prior to arriving to ensure walk-in availability and dates.

Formal Acceptance into the MDCOB
Formal acceptance into the MDCOB for one of the nine available BBA programs is an automated process; a student must have met the minimum criteria below:

- Completion of General Education Core for the State of Texas (42 hrs)
- Completion of MATH 1324 with ‘C’ or higher
- Established GPA of 2.25

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).

MDCOB Majors
Bachelor of Business Administration
Accounting
Finance
General Business
Insurance & Risk Management
International Business
Management
Management Information Systems
Marketing
Supply Chain Management

MDCOB Minors (optional)
Accounting
Digital Marketing
Economics
Finance
General Business (non-business majors)
Human Resource Management
International Business
Management
Management Information Systems
Marketing
Supply Chain Management

Advising Documents and Resources
The MDCOB Advising Office has a UHD website featuring commonly used MDCOB documents and forms:

https://www.uhd.edu/academics/business/advising/Pages/Advising%20Documents%20Resources.aspx

The site includes this Advising Syllabus, Program Guides for recent catalog years, Program/Plan Change Form, GPA Form

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

As a student advisee, you have clear responsibilities in the advising partnership in order to be successful:

• Utilize the UHD Catalog and Student Handbook to learn the University, MDCOB, and major requirements for academic and graduation policies. (Refer to the catalog and student handbook throughout your academic career whenever questions arise.)
• Comply with all University and College policies, procedures, and deadlines.
• Schedule timely & regular appointments with your college advisor.
• Prepare for your advising appointment; bring questions and materials.
• Ask questions, if you need clarity, or have a specific concern.
• Seek advising at the first signs of academic difficulty.
• Maintain updated contact information in myUHD2.0.
• Keep a personal record of your degree plan.
• Check Gator-mail regularly & for all email correspondence.

Advisor Responsibilities

You can expect your advisor to:

• Listen carefully to questions and concerns.
• Accurately document students' progress toward meeting goals.
• Guide students in choosing courses applicable to their degree.
• Refer students to resources and relevant departments.
• Understand degree requirements and effectively communicate them.
• Communicate UHD academic policies and procedures.
• Maintain confidentiality.

IMPORTANT MDCOB ACADEMIC POLICIES

Minimum GPA Requirement for Good Standing and Graduation: A student must maintain a minimum UHD GPA of 2.0 to be in good academic standing. A student 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 FINA GPA to be approved to graduate.

Academic Probation and Suspension in the MDCOB: Under the University Catalog, Academic Probation is a warning to the student that their academic record has been unsatisfactory. A student who is not making satisfactory progress toward meeting graduation requirements is in danger of dismissal from MDCOB. Once grades post, if a student’s status is Academic Probation or Continued Probation, the student must submit a request to continue to take Business courses. The student contacts cobadvise@uhd.edu to request the Gator Plan of Action form (also online in MDCOB Documents – link on Page 1).

Three-Attempt Rule: A student who is unsuccessful in a required course after three attempts 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. An attempt is registered when the student receives a grade for a course, including a W.

Application for Graduation: All students must apply for graduation in MyUHD for the semester in which they plan to graduate. Application dates are found in the Academic Calendar (links on Page 3).
HELPFUL WEBSITES:

* Academic Calendar:*
  Contains information such as classes dates, registration dates, payment dates, last day to withdraw, and other important information for the academic year.
  [uhd.edu/academiccalendars](uhd.edu/academiccalendars)

* MDCOB Career Center:*
  Get help with major exploration, types of jobs for your major, find internships, and more
  [uhd.edu/cobcareer](uhd.edu/cobcareer)

* Financial Aid & Scholarship Information:*
  [uhd.edu/financial](uhd.edu/financial)

* Honor Societies:*
  [https://www.uhd.edu/academics/Pages/UHD-Honor-Societies.aspx](https://www.uhd.edu/academics/Pages/UHD-Honor-Societies.aspx)

* Tutoring Resources:*
  [uhd.edu/tutoringresources](uhd.edu/tutoringresources)

* Student Counseling Services:*
  Provides confidential, personal support for a wide range of issues, from everyday concerns to serious problems
  [uhd.edu/counseling](uhd.edu/counseling)

* Veterans Services:*
  [uhd.edu/veterans](uhd.edu/veterans)

* Student Organizations:*
  Search for student organizations and ways to get involved on campus
  [https://www.uhd.edu/student-life/student-activities/organizations/Pages/org-info.aspx](https://www.uhd.edu/student-life/student-activities/organizations/Pages/org-info.aspx)

* Student Health Services:*
  [uhd.edu/health](uhd.edu/health)

* Applying for Graduation (Registrar):*
  [https://www.uhd.edu/registrar/students/records-requests/Pages/registrar-graduation.aspx](https://www.uhd.edu/registrar/students/records-requests/Pages/registrar-graduation.aspx)

FREQUENTLY ASKED QUESTIONS

**Q:** How do I identify all the subjects offered under the MDCOB?

**A:** The following subjects, along with their respective prefixes, are offered under the MDCOB

- Accounting (ACC)
- Business Administration (BA)
- Economics (ECO)
- Energy Management (EM)
- Finance (FIN)
- Insurance & Risk Management (IRM)
- 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: Program Guides (degree plans) are provided for all nine majors offered and designed to match the student’s catalog year. The Program Guide lists all the courses necessary for completion of the major in sequential order, according to how a student should progress through the plan. This is all in accordance with how the prerequisites are structured. Students may meet with their advisor to receive their Program Guide or find it online (see Page 1). Additionally, students should check their degree evaluations online by accessing the Degree Progress Report (DPR; Advisement Report) in MyUHD.

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)

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. See catalog course descriptions or refer to your Program Guide for details.

Q: What is a Business Elective?

A: A business elective is a course requirement often offered within a degree plan that allows the student various business course options to fulfill according to his/her academic goals. Electives generally have a set of parameters that guide the student’s 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: While it is highly recommended students meet their advisor every semester prior to registration, if the student has been formally accepted into the college for their major choice and is in good academic standing, it is not required. The student should proceed with registration when the enrollment period opens every term until completion. Check for the start date in the Student Center of MyUHD when available. (All pre-majors are still required to meet with their advisor.) Contact the Advising Office to reserve appointments.

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

A: Minors are optional. It is not a requirement 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, a student’s academic and career goals. If a student elects to add a minor to their record, he/she is responsible for all prerequisites and requirements necessary for the major and minor in order to graduation successfully. A list of available minors can be found on Page 1. More details are on the UHD website and in the academic catalog.

Q: I want to correct, or change my major. What should I do?

A: Students interested in correcting or changing their major (and/or minor) should complete and submit the Program/Plan Change Form available online (link on Page 1) or in the MDCOB Advising Office. Once processed, the plan will be reflected in the MyUHD Student Center – Academics section and the DPR. Students should then inform their advisor of their decision for clarity regarding new requirements.