

TO: **College of Business Faculty & Staff**

FROM: Rob Blackstock
Associate Dean of Undergraduate Programs
Ph: 257-4525; E-mail: rblackst@latech.edu

DATE: 10/19/2022

RE: Advising and Registration for **Winter 2023**



I. Advising Period

Advising will be through email / Zoom OR live – Professors' prerogative

1. Advising in the College of Business begins on Monday, Oc. 24, and continues through Friday, Nov. 4.
2. Registration on BOSS begins for veteran, degree candidates, and honors students on Monday, Oct. 31.
3. All registration times can be viewed at: <https://catalog.latech.edu/content.php?catoid=13&navoid=471>
4. Please keep a record of the students you advise and clear for registration.

II. Instructions for Advisors

1. Coordinators will email each student a copy of their curriculum sheet along with an excel advising sheet.
2. Advisors, look on BOSS to see your list of advisees.
3. If you are not in your office, advising folders for faculty have also been set up on Google Drive by department.
 - a. Go to Google Drive (instructions will be sent out in a separate email) and open the advising folder of the advisee you wish to consult. Note: the folders include ALL the students in your department, not just your advisees.
4. The student, having consulted their curriculum sheet, will email to you a filled advising form for Winter. The forms allows us to keep a record for the future. BE SURE the forms are filled out completely (name, CWID, quarter, alternative classes, and etc.).
5. FERPA: all communication to and from the student MUST be from their LaTech email address. Otherwise, you can't be sure who is on the other end.
6. If you do not agree with the classes the student has chosen, offer some alternatives and reasons why.
7. **DO NOT SIMPLY SIGN OFF ON WHATEVER THEY SEND TO YOU! THAT IS NOT ADVISING!**
8. If you agree with the classes they have chosen:
 - a. Release them.
 - b. Send them an email with a copy of the final advising form informing the student that they are released.
 - c. CC your department coordinator so that she may save a copy of the advising form in the student's folder.

III. Signatures / Permissions

1. BUSN 495: If you have a student who is graduating in the Winter, YOU (the advisor) must notify Jon Henderson (jonh@latech.edu). Send him an email, attach the student's advising form, let him know when the student is graduating, and the student's preferred 495 section. WE NEED THAT ADVISING SHEET SO DON'T FORGET TO ATTACH IT!!!!
2. BSCM 305: This class is designed to meet Texas CPA requirements for Accounting majors. There is one section of BSCM 305 in the Winter quarter. Graduating seniors in Accounting get priority.

If the student is not an Accounting major, they should be signing up for: ENGL 303 (Technical Writing), **ENGL 305 (Business & Prof. Writing - Reserved for COB students)**, or ENGL 336 (Adv. Comp.).

3. Special Signatures for certain Classes:
 - a. If a student wants to take any of the below classes, you (the advisor) will need to forward the advising form to the person listed for permission.
 - b. If permission is granted, the permission-grantor will then arrange for permissions to be placed in the system.
 - c. Courses:
 - i. CIS 110 – Natanya Butler (nbutler@latech.edu)
 - ii. CIS 125 – Natanya Butler (nbutler@latech.edu)
 - iii. Econ 407 – Otis Gilley (gilley@latech.edu)
 - iv. Econ 425 – Patrick Scott (pscott@latech.edu)
 - v. FINC 406 – Otis Gilley (gilley@latech.edu)
 - vi. FINC 490 – Bill McCumber (mccumber@latech.edu)
 - vii. Internships ACCT – Andrea Drake (adrake@latech.edu)
 - viii. ALL OTHER INTERNSHIPS – Jessica George (jgeorge@latech.edu)
4. If a student is requesting **13 or 14 hours**, send an email along with a copy of the advising form to Rob Blackstock to make a decision.
5. If a student is requesting **15 hours**, the form must also be signed by the Provost, and she has a new process. Send the student to Rob with your permission to take 15 hours.

IV. **Remember**

1. If you have a problem, or are unsure how to proceed, **CALL YOUR DEPARTMENT OFFICE!**
2. Students NO LONGER need Rob / Bambie's permission to take online classes.

V. **Scheduling Reminders**

1. Two things about students on probation. First, a hold has been placed on all probation students.
 - Freshmen and sophomores on probation will be advised by Tasha Smith, our Director of Student Success.
 - Juniors and Seniors on probation must be advised (by you, their major advisor) AND meet with Tasha Smith before they may register. Next, all students on probation are limited to 9 hours per quarter. We will be checking their registration and administratively dropping classes for anyone on probation taking more than 9 hours.

Remember: release probation students after advising. Our probation hold is separate.
2. All Tech students must take Comm 101 their first year! Transfer students from other universities who have less than 60 hours still must take Comm 101. If a student transfers to Tech with $X \geq 60$ hours, they must take COMM 207.
3. Students should complete ALL freshman and sophomore level course requirements before upper division courses – 300 or 400 level – may be taken. If you have a student not following this rule, please bring it to my attention.

4. Students who have taken a course at another university which is a prerequisite for a course at Tech will not be permitted to register for this course on the web. The advisor should type "student had prerequisite at another university" in the special permission area. When the advisor sends the form to the student and department coordinator, they should also email advising_authorizations@latech.edu so they can grant the permissions to register.
 - **An example email might say:**
 student: John Doe
 Cwid: 111-11-111
 Please give permission to Mr. Doe to take MGMT 333. He took the prereq elsewhere.
 Thank you... etc.
5. Please be certain that ALL students have completed necessary prerequisites for the courses for which they are registering.
6. If a student has taken a 300-level business course, he/she may not take BUSN 110. A student cannot register for a 300-level business course and BUSN 110 concurrently.
7. Students should be encouraged to enroll in BUSN 320 during their junior year.
8. *All prerequisites [ACCT 201, ACCT 202, BUSN 320, CIS 310, ECON 201, ECON 202, FINC 318, MGMT 310, MGMT 333 (or ACCT 308 for Acct. and Finc. majors), and MKTG 300] must be completed before a student may register for BUSN 495. These prerequisite courses may not be taken concurrently with BUSN 495!*
9. Students may adjust their schedules from the first day of the eligibility to register until the end of drop/add for the new quarter, unless the course requires a special permission signature. If "special permission" is required, the student may not add via the web. The student must contact their department's administrative assistant.
10. MATH: The below table is for Math ACT scores. If you have a student with an Accuplacer score (ACE or ACL) contact your department's admin for correct placement

Math ACT 18 or below	Math 099
Math ACT 19 - 21	Math 103 b & c
Math ACT 22 - 25	Math 102
Math ACT 26	gets credit for 102, can go straight to Math 125.

VI. **Advising Seniors**

- **Remind seniors they must contact their department coordinators to sign up for graduation in their last quarter.**

VII. **Faculty Instructions for Releasing Students**

- Log into BOSS
- Click "My Advisees" under Advisor Services
- Select Winter 2023 from drop down menu and click "New Term"
- For Winter Classes...
 - Select a student from your advising list by clicking the dot next to the name and then click "Continue" at the bottom of the page
 - Click "Registration Access Number" under Advisor Services
 - Select Winter 2023 term and then click "Submit."
- You will receive a confirmation notice that the student has been successfully updated.
- DO NOT update the Registration Access Number for students who have already been released to register.

VIII. Other Reminders

1. Students must pay fees/confirm schedule or be purged from their classes. The purge dates/times are as follows:
2. Winter: <https://catalog.latech.edu/content.php?catoid=13&navoid=471>
3. Remind your students: if they sign up for a class after the purge date, but do not attend, they are still liable for full payment!!! Even if financial aid does not come through, they are liable.

COLLEGE OF BUSINESS CURRICULA: NOTES on GERs

HUMANITIES ELECTIVES – any 6 hours of humanities classes from the list below

Literature (ENGL)
Foreign Language (e.g. FLNG, FREN, GERM, SPAN)
History (HIST)
Communications (COMM)
Philosophy (PHIL)

NATURAL SCIENCES – 3 hours of BISC 101 (or higher BISC), and 6 additional hours, with at least 3 of those hours in a Physical Science; courses do not need to be in sequence

Life Sciences – Biology (BISC – 101, 102) or the Env. Science Seq. (BISC – 211, 212)
Physical Sciences – Chemistry (CHEM – 120, 121), Physics (PHYS – 205, 206), Astronomy (PHYS 220), Geology 111

FINE ARTS – 3 hours of any classes in the arts, including participation in band or chorus

Art (ART)
Speech Theater (SPTH)
Theatre (THTR)
Music Applied, Private Lessons (MUPV)
Music Ensemble (MUEV)
Music General (MUGN)
Music History and Literature (MUHS)
Music Pedagogy (MUPD)
Music Theory (MUTH)

Or, 3 hours of these specific classes: Architectural History (ARCH 211, ARCH 222), Modern Dance (KINE 160), Social Dance (KINE 162), Tap (KINE 164), Dance Appreciation (KINE 280)

BUSINESS ELECTIVES – Any 300- or 400-level COB class (not already part of the program / major).

A Note on Social Sciences: Social Science GERs are satisfied in the COB by all students taking Econ 201 & 202. If the student takes Poly Sci or Psych, it will be recorded as a free elective.

Common Prereqs across the College

Class	Prereq
ACCT 202	ACCT 201
ACCT 303	ACCT 202
ACCT 485	ACCT 202
BLAW 356	BLAW 255
BLAW 410	BLAW 255
BLAW 441	BLAW 255
CIS 310	CIS 125
CIS 405	QA 233
CIS 485	CIS 310
ECON 312	ECON 201, 202
ECON 485	ECON 201
FINC 318	ACCT 202, ECON 202, MATH 125
FINC 319	FINC 318
FINC 485	FINC 318
MGMT 333	QA 233
MGMT 485	MGMT 310
MKTG 485	MKTG 300
QA 233	MATH 125
BUSN 495	ACCT 201, ACCT 202, BUSN 320
	CIS 310, ECON 201, ECON 202
	FINC 318, MGMT 310, MGMT 333
	(or ACCT 308 FOR ACCT or FINC
	MAJORS), and MKTG 300