

TO: **College of Business Undergraduate Students**

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

DATE: 4/19/2023

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



**Before you do anything else, check that your advisor is that same as last quarter (sometimes they change!).  
BOSS -> Student Records -> Advisor**

#### **Advising Period**

- Advising in the College of Business begins on Monday, APR. 24, and continues through Friday, MAY 5.
- Registration on BOSS begins for veteran, degree candidates, and honors students on Monday, MAY 1.
- All registration times can be viewed at: <https://catalog.latech.edu/content.php?catoid=13&navoid=473>

#### **Advising for Fall 2023**

1. Dr. Blackstock will email each student a copy of their curriculum sheet along with an advising excel sheet. So watch your latech email for a message titled **COB ADVISING Fall 2023!**
2. Having consulted your curriculum sheet, choose classes you would like to take for each quarter.
3. SAVE THE SHEETS USING YOUR LAST NAME AND THE TERM (Example: **Blackstock, Fall 2023.xlsx**), and send to your advisor. **Remember:** your advisor's name is written at the top of your curriculum sheet.
4. **FERPA:** all communication to and from the student **MUST** be from their LaTech email address. Otherwise, **advisors can't be sure who is on the other end.**
5. If your advisor agrees with the classes you have chosen, they will let you know, release you, and email back a copy of your advising sheet.
6. If your advisor does not agree, they will offer some alternatives and reasons why. Then, once you both agree, they will release you to register, and email back a copy of your advising sheet with their digital signature.
7. If you need a signature for a prereq (taken somewhere else) or for another reason, your advisor will forward you advising sheet to the appropriate person and CC you. You will NOT need to contact the Registrar.
8. If you are requesting 13-14 hours, the advisor will forward your advising sheet to the appropriate person. You will not need to search out administrators for signatures.
9. If you are requesting 15 hours, your advisor will direct you through the proper steps.
10. If you have problems, please email your advisor first, your department coordinator second. (See list of Coordinators later in document.)



## Other Items

1. BSCM 305: This class is designed to meet Texas CPA requirements for Accounting majors. There is one section of BSCM 305 each quarter. Accounting majors 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.).
2. Two things about students on **probation**. First, a hold has been placed on all probation students.
  - a. Freshmen and sophomores on probation will be advised by Shannon Smith, our Director of Student Success.
  - b. Juniors and Seniors on probation must be advised by their major advisor AND meet with Shannon Smith before they may register.
  - c. 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.
3. 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.
4. Students should complete ALL freshman and sophomore level course requirements before upper division courses – 300 or 400 level – may be taken. Your advisor will work with you when it is appropriate to take Junior level courses.
5. If a student has taken a 300-level business course, he/she may not take BUSN 110 (for credit). A student cannot register for a 300-level business course and BUSN 110 concurrently.
6. Students are encouraged to enroll in BUSN 320 during their junior year.
7. 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), CIS 348 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!  
(Note: CIS 348 is only applicable to students who started the COB (or changed their major) Fall of 2022 or after.)  
A student may take BUSN 495 ONLY during their final quarter.
8. 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.
9. Which Math should you take? The below table is for Math ACT scores.

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.
10. Students must pay fees/confirm schedule or be purged from their classes. The purge dates/times are as follows:  
FALL: <https://catalog.latech.edu/content.php?catoid=13&navoid=718>

Reminder: if you sign up for a class after the purge date, but do not attend, you are still liable for full payment!!! Even if financial aid does not come through, you are liable.

### **Internship Guidelines**

Typically, an internship will translate into three semester hours of credit. Credit will not be given retroactively for previous internships.

To fulfill credit hours, a student must abide by the following:

For undergraduate students, students must work a minimum of 150 hours during the quarter to earn three hours of internship credit and 300 hours to earn six hours of internship credit. A student may be allowed to register for six hours of credit if approved by a department head, director, or designated instructor and the experience justifies the additional academic credit. The first three hour course will be awarded as a business elective. The additional three hour course will be awarded as a free elective. An internship may not be used as a Major Elective!

Each internship should involve a project or specific job responsibilities that have clearly definable educational objectives, all of which must be documented and presented to the appropriate department head, director or designated instructor prior to registration.

A written report of the experience must be submitted at the end of the quarter and internship. In addition, the firm/organization supervisor will be required to complete an evaluation form assessing the student's performance. These documents will be used to assign credit for the course on pass/fail basis.

To apply for an internship, please speak with Ms. Jessica George in COB 102a.

## **COLLEGE OF BUSINESS: 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) – (Not counting COMM 101)  
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)

**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, Sociology, or Psych, it will be recorded as a free elective.

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

#### Common Prereqs across the College

If you take a prereq elsewhere, ensure your advisor know so that they may alert the system so you may register.

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



Also CIS 348 for anyone who entered the COB (or changed majors) beginning Fall 2022.

## **DEPARTMENT COORDINATORS**

ACCT: Ms. Leila.....[lbrumett@latech.edu](mailto:lbrumett@latech.edu)

CIS: Ms. Natanya .....[nbutler@latech.edu](mailto:nbutler@latech.edu)

ECON / FINC / BUSN ADM: Ms. Sharon .....[sharon@latech.edu](mailto:sharon@latech.edu)

MGMT: Mr. Jon .....[jonh@latech.edu](mailto:jonh@latech.edu)

MKTG: Ms. Virginia .....[vhill@latech.edu](mailto:vhill@latech.edu)