



Advising Syllabus MDCOB Undergraduate Advising

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MDCOB Advising page: <https://tinyurl.com/y3acgzto>

MDCOB Advising Documents page: <https://tinyurl.com/3584vea7>

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).

Student advisement is conducted by appointment. There are two ways to schedule an advising appointment: 1) NAVIGATE: <https://uhd.guide.eab.com/app/#/authentication/remote/>
2) Call 713-221-8675.

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).

Student Responsibilities:

We in the MDCOB Advising Office expect you to:

- Read and comply with the UHD Catalog and Student Handbook.
- Review your advisement report in myUHD regularly.
- 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.

Things all MDCOB students should know:

Assigned Advisors: As a declared business major, you do not have an assigned advisor. Any MDCOB advisor can assist you.

Advisement Report (DPR): Your advisement report, also known as Degree Progress Report (DPR), is your official degree plan and tells you what classes you must take to graduate. To access the report, go to myUHD, Student Center, select Academic Requirements from the drop down menu, then View Advisement Report. DO NOT USE THE WHAT-IF REPORT.

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!

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 be approved to graduate; additionally, Finance majors must have a minimum 2.0 Finance GPA to be approved to graduate.

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>.

Things all MDCOB students should know, 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.”

(<https://catalog.uhd.edu/content.php?catoid=21&navoid=1445#academic-probation-and-suspension>)

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, we encourage you to 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 (https://catalog.uhd.edu/preview_entity.php?catoid=21&ent_oid=597&returnto=1448).

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. 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.

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>

MDCOB Scholarships: While the MDCOB Advising Office does not manage the scholarships, we want you to be aware of MDCOB scholarships that are available. Follow this link for more information: <https://www.uhd.edu/academics/business/Pages/business-scholarship.aspx>

Frequently Asked Questions (FAQs):

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

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

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 and the “Courses that require C or better by major” handout on the MDCOB Advising Documents page for more details.

FAQs, cont.

Q: How do I access my advisement report/degree plan? What classes should I take next?

A: Your advisement report (also known as Degree Progress Report or DPR) in myUHD serves as your official degree plan. To access the report, go to myUHD, Student Center, select Academic Requirements from the drop down menu, then View Advisement Report. Additionally, unofficial self-guided degree worksheets are available online on the MDCOB Advising Documents page. The degree worksheet lists all the classes required for that major and the recommended order that you should take the classes in accordance with how the prerequisites are structured. You can use your advisement report and the appropriate degree worksheet to help you plan your classes each semester and estimate when you will graduate. 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 (example: ACC 2301). An UL course begins with a 3XXX/4XXX; these are junior or senior level courses (example: BA 3300). These courses may also be referred to as advanced level courses. The 2nd digit of a course indicates semester credit hours (example: ACC 2302 = 3 hours).

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. Your advisement report provides you with a list of approved business electives for your degree plan.

FAQs, cont.

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: A minor is a secondary area of study that is different from your major. Business majors are not required to have a minor. 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 graduate 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 Documents page, via email or in person during business hours to the MDCOB Advising Office.

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 following 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: Who do I contact if I have an issue with STAT 2305?

A: 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 course, you must work with the professor for your class and/or the Department of Mathematics and Statistics within the College of Sciences and Technology.