

# Student Handbook

of the

College of Business

2013-2014



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**YOUR ADVISEMENT OFFICE:  
THE OFFICE OF STUDENT AFFAIRS - 121 REHN HALL**

The staff in the Office of Student Affairs, College of Business, is pleased to welcome you to SIU. It is our desire and mission to serve as your academic advisors.

**Academic Advisement Mission**

Academic advising is based on students gaining accurate and appropriate information and direction to help make their educational experience relevant, coherent, and meaningful. The mission of the advisement team at the College of Business is threefold:

1. **Educate** – communicate course requirements, including core curriculum, Business core curriculum and Major program requirements, as well as College and University policies and procedures to enhance students’ decision making skills.
2. **Guide** – support students to develop meaningful long-term plans and strategies to achieve their academic goals.
3. **Refer** – students to utilize other areas of student services and various campus resources and services available, to assist them with difficulties outside the academic area and in achieving their educational goals.

**Purpose of this Handbook**

This handbook is designed to be used as a working tool for planning and reference throughout undergraduate study at SIU in the College of Business. It includes vital information relevant to course and graduation requirements, College policies, and helpful information on registration and advisement.

Also included on page 42 is a posting sheet of course requirements with adjacent space to post grades for completed work. Post grades on this sheet after each semester of work.

This handbook is designed for personal use at home and during advisement appointments. **Please bring this handbook for each appointment with an ACADEMIC ADVISOR.**

Business students in good standing may self-advise and are encouraged to do so.

## STUDENT RESPONSIBILITIES

As the advisee, you are responsible for fulfilling your degree requirements and for your educational success. Some of the steps needed for you to take a proactive approach toward achieving your goals include:

1. Read your College of Business Handbook and be familiar with your program requirements.
2. Know what is required for you to maintain good academic standing.
3. Understand and monitor the University calendar to identify important dates and deadlines (withdrawals, adding/dropping classes, registrations dates, application deadlines, etc).
4. Know how to access information on your academic progress via your online SalukiNet.
5. Schedule appointments in advance of important deadlines (such as registration) and keep your appointments.
6. Gather information needed to make academic and career decisions including maintaining a system to track and document your academic progress.
7. Prepare for your advisement meeting by reading your SalukiNet degree audit and bringing it with you to the meeting.
8. Come prepared to each advisement meeting with your Handbook, a tentative class list of courses (for pre-registration sessions), and questions, comments, and concerns to discuss with your advisor.
9. Have a vision of your academic career; and work with your advisor to prepare a semester-by-semester plan to enable you to complete your degree in a timely fashion.
10. Accept responsibility for your educational progress; make your own decisions on matters of course selection and withdrawals; and accept the impact those decisions make on your academic progress and standing.

# SUMMARY OF REQUIREMENTS FOR THE B.S. DEGREE

## In the College of Business

All undergraduate students entering the College of Business are responsible for meeting graduation requirements. The College maintains an office of trained and experienced advisors to help students understand the requirements, but the responsibility for meeting these requirements is the student's. **Ignorance of the requirements will not be accepted as reason for modifying or waiving them.**

### **A. GENERAL REQUIREMENTS FOR GRADUATION**

1. **HOUR REQUIREMENTS:** Minimum 120 semester hours passed.
2. **SENIOR INSTITUTION REQUIREMENT:** Of the 120 semester hours, a minimum 42 semester hours at the 300-level or above must be earned at a senior-level (Bachelor's Degree granting) institution.
3. **RESIDENCE REQUIREMENTS:** Each student must complete the last year, which is defined as 30 semester hours, or have three years of credit, which is defined as 90 semester hours at SIU.
4. **GRADE POINT AVERAGE REQUIREMENT:** Minimum 2.0 average for all courses taken at SIU; C minimum grade and 2.0 average for all Major courses taken at the University.
5. **UNIVERSITY CORE COURSES REQUIREMENT:** Each student must meet the University Core Curriculum (UCC) requirement of 41 semester hours (*30 hours if under Capstone option*) and the requirements of the academic unit, the major, and the minor, if required.
6. **GRADUATION APPLICATION:** Application for graduation must be made by the deadline within the semester you plan to graduate – no exceptions. Contact the Graduation Office for additional deadline and graduation fee information.

### **B. COLLEGE OF BUSINESS REQUIREMENTS & POLICIES**

1. **EMAIL ADDRESS:** All College of Business students are required to have and use an siu.edu email address.
2. **COURSE SEQUENCING:** The College of Business enforces prerequisites. It is of the utmost importance that required courses be sequenced properly. Courses on the 300 and 400 levels are reserved for juniors and seniors (at least 56 credit hours passed) only.

3. **GRADE POINT AVERAGE REQUIREMENT:** Graduation from the College of Business requires achievement of a 2.0 GPA in all Business-prefix (ACCT, BUS, ECON, FIN, MGMT, MKTG) courses taken to satisfy the major. ACCT 210, ECON 113, ECON 302i, and MGMT 170 are not calculated into the Business-prefix grade point average. In addition, students must earn a minimum grade of C AND a minimum 2.0 GPA in their Major coursework (Accounting, Business Economics, Finance, Management, or Marketing) to satisfy the requirements for their degree.
4. **COURSE REPEAT POLICY:** Business courses may be repeated for a grade only twice, however, the second repeat requires Provost approval. ACCT 300 & 400 level courses may be repeated only once per department policy. Students may not repeat Business courses after earning a grade of C or better.
5. **BUSINESS MINORS:** A minor from the College of Business requires students to earn a minimum grade of C in each of the courses taken at SIU, and students must earn a minimum 2.0 GPA for those minor courses.
6. **STUDENTS ON PROBATION:** Students on probation may not take more than 14 credit hours per semester.
7. **ACADEMIC DISHONESTY POLICY:** Adherence to the University Academic Dishonesty Policy is required.
8. **ACADEMIC RECORD:** The College adheres to the Family Educational Rights and Privacy Act (FERPA); educational record information is only available to the student, unless written permission is given by the student.
9. **UNIVERSITY CORE CURRICULUM (UCC) REQUIREMENTS:** All Business majors, including students with other degrees, must complete the following or their equivalents: Psychology or Sociology, Speech, and one year of English Composition. English Composition I & II require a grade of C or better (*Capstone option only requires one semester of English Composition*). Completion of the UCC satisfies any high school subject pattern deficiency.

### **C. GRADING SYSTEM: (See pages 8-9 for GPA requirements)**

1. Only SIU grades of A, B, C, D, F and WF are included in the SIU GPA.
2. **Repeat Policy:** Effective for courses taken Summer 2013, or later, only the last grade of the subsequently repeated course will count in the GPA, **even if the last grade is an F**. For more information, see page 60 of this handbook.
3. A WF represents an unofficial withdrawal and calculates as a failing grade.
4. A W grade (other than WF) indicates authorized course withdrawal.
5. An Incomplete (INC) is given with the instructor's approval when a student with a passing grade is unable to complete the course work in the time allotted due to extenuating circumstances. A STUDENT WITH AN INC **MUST NOT RE-REGISTER FOR THAT COURSE. IF NOT COMPLETED WITHIN ONE SEMESTER, THE INC WILL BE CHANGED TO AN F.**
6. A grade of AU will be given for courses audited and no credit will be generated. The decision to audit a course must be made before the end of the second week of classes.

### **D. STUDENT'S ACADEMIC STANDING**

1. **GOOD STANDING:** Cumulative SIU GPA 2.00 or above
2. **PROBATION:** Cumulative SIU GPA less than 2.00
3. **SUSPENSION:** While on probation, cumulative SIU GPA and term GPA of less than 2.00 and more than 6 negative points (for re-entry information, inquire in Rehn 121).

### **E. SIU FINANCIAL AID RECIPIENTS**

If transferring into the College of Business after your SIU Financial Aid has been awarded, contact the Financial Aid office to determine if your award amount may be recalculated.

## **STUDENT CLASSIFICATION REQUIREMENT HOURS**

<b><u>CLASSIFICATION</u></b>	<b><u>HOURS REQUIRED</u></b>
Senior	86 & above
Junior	56-85
Sophomore	26-55
Freshman	0-25

### **TRANSFER STUDENT INFORMATION**

No credit can be given for transfer work until an official transcript is received and processed through Transfer Student Services in the Records and Registration Office (Center for International Education for international students). Only course work accepted by the University can be evaluated for transfer credit. University Core Curriculum equivalencies are determined by Records and Registration evaluators.

Only coursework taken at the upper division will be considered for upper division Business course equivalency. Business equivalencies for domestic students are determined in the College with an advisor and others as directed by the advisor. International students must have equivalencies determined by the respective Business departments in many cases. If needed, an evaluation packet will be provided for this purpose. The student should provide a syllabus for each course for evaluation.



# **GPA REQUIREMENTS FOR GRADUATION**

## **In the College of Business**

### **Grade Point Average Requirements – University Policy**

1. Minimum SIU cumulative GPA for graduation = 2.00; minimum 2.00 Major GPA.
2. ENGL 101-3 or LING 101-3 (English Composition I) must be completed with a grade of a C or better.
3. ENGL 102-3 or LING 102-3 (English Composition II) must be completed with a grade of C or better.

### **Additional Grade Point Average Requirements – College Policy**

1. Graduation from the College of Business requires achievement of a 2.0 GPA in all Business-prefix (ACCT, BUS, ECON, FIN, MGMT, MKTG) courses taken at SIU.
2. In addition, students must earn a minimum grade of C AND a minimum 2.0 GPA in their Major coursework (Accounting, Business Economics, Finance, Management, or Marketing), to satisfy the requirements for their degree.
3. ACCT 210, ECON 113, ECON 302i, and MGMT 170 are NOT calculated into the Business-prefix grade point average.
4. ACCT 208 and ACCT 210 are NOT calculated in the Major GPA for Accounting majors.
5. FIN 200, FIN 270, FIN 310, and FIN 323 are NOT calculated in the Major GPA for Finance majors.

## CALCULATING YOUR COLLEGE OF BUSINESS AND MAJOR GPA

The Business GPA and/or Major GPA are expressed as + or – points. This is a common system used to indicate the number of positive (+) or negative (-) grade points above or below a 2.0/“C” grade average. Below are examples for three credit hour courses:

Grade	+/- points the grade is worth	X	Credit Hours for the class	Equals	GPA points for that class
A	+2	X	3	=	+6
B	+1	X	3	=	+3
C	0	X	3	=	0
D	-1	X	3	=	-3
F	-2	X	3	=	-6
WF	-2	X	3	=	-6

\*\*\*Effective Summer 2013:

If you must repeat a class, the GPA points are only counted for **the last** time the class is taken. Look at ECON 240 (3 hr. class) as an example:

*ECON 240 is taken, and a grade of F (-6) is earned; student repeats the course and earns a grade of B (+3). Only +3 GPA points are calculated for ECON 240.*

**Important:** These points are added together for all Business-prefix (ACCT, BUS, ECON, FIN, MGMT, MKTG) courses to calculate your College of Business GPA. **Your Business GPA and your Major GPA must add up to zero (0) or above in order for you to graduate.**

## COLLEGE CREDIT BY EXAMINATION

### College Level Examination Program (CLEP)

This program of examination for college credit is suggested for those with minimum ACT composite score of 26 or SAT score of 1180 (85th to 90th percentile). There is a fee for the first and each additional test taken in the same month. A student can take up to four tests in one month. CLEP exams must be taken prior to taking college level work in the areas included in the exam.

<b><u>CLEP General Examinations</u></b>	<b><u>Summary of Credit That May Be Earned</u></b>	<b><u>Recommended For The College</u></b>
Natural Science	6 hrs. (3+3)	YES
Social Science and History	6 hrs. (not PSYC102, SOC108, OR ECON241)	NO
Humanities	6 hrs. (3+3)	YES
Mathematics	3 hrs. (less than Business Math requirement)	NO
English	3 hrs. Composition I 3 hrs. Composition II	NO NO

Special subject examinations in Accounting, Management and Marketing are available.

### Proficiency Examinations

Students scoring in the top 10% of ACT are encouraged to take proficiency examinations in their areas of strength such as mathematics, biology, chemistry, economics, etc. For students in the College of Business, proficiency examination in mathematics is usually recommended over CLEP. All University Core Curriculum classes offer proficiency examinations.

For a more detailed explanation of SIU's policies and score requirements, consult the [SIU Catalog](#). High school counselors and SIU's Testing Services have additional information. Direct written inquiries to: **Testing Services, Woody Hall-B, Room 228, Southern Illinois University at Carbondale, Carbondale, Illinois 62901-4714, or contact at 618-453-6003.**

## STUDENT COMPUTER ACCESS

The College of Business, as well as most of the university, has a wireless data network that will allow any student equipped with a wireless laptop computer or wireless device to have high-speed access to the campus networks, as well as the Internet. Access can be obtained anywhere within the College and in most locations throughout campus. Students are encouraged to take advantage of this technology. Any wireless configuration conforming to WIFI standards should access these networks.

**Your Network ID is used to access SalukiNet, SIU Online, Email, Computer Learning Center computers, Morris Library computers, wireless networking, and more. Before you can use your Network ID, you must 'claim' it at:**

**<https://netid.siu.edu/>**

For more information on Network IDs and availability of other information technology, please review **<http://infotech.siu.edu>**.

If you are still unable to get signed on or configured, please call the Help Desk at 618-453-5155.

## ONLINE RESOURCES

For the most current information in the following areas:

**YOUR PERSONAL RECORDS:** <http://salukinet.siu.edu/>

- Grade Reports
- Unofficial Transcript
- Personal Class Schedule
- Financial Aid
- Bursar & Billing Information
- Web registration

**SCHEDULE OF CLASSES:** <http://registrar.siu.edu/schedclass/>

**COLLEGE OF BUSINESS HOME PAGE:** <http://business.siu.edu>

- Alumni Information
- Placement Information
- Student Organizations
- Undergraduate & Graduate Programs

**OFFICE OF STUDENT AFFAIRS HOME PAGE:**

<http://business.siu.edu/services>

- Admission Information
- Scholarships
- Semester Calendars
- What's New

**SIU HOME PAGE:** <http://www.siu.edu>

- Colleges & Organizations
- Graduation Information
- News, Calendars & Events
- Phone Books & Directories

**FINANCIAL AID OFFICE:** <http://fao.siu.edu>

**TRANSFER CREDIT INFORMATION:**

<http://www.itransfer.org/>

**UNIVERSITY CORE CURRICULUM:**

<http://corecurriculum.siu.edu>

**STUDENT RIGHTS AND RESPONSIBILITIES:**

<http://srr.siu.edu/index.html>

### *Other Questions?*

Call the Office of Student Affairs at 618-536-4431,  
or visit [advisement.siu.edu](http://advisement.siu.edu).

## PERSONAL ADDRESS INFORMATION

The University's Student Information System can maintain several address listings for students:

**Billing Address** - The Billing Address is used only by the Bursar to mail the Statement of Account. If no Billing Address exists in the months of January through November, the Statement of Account is mailed to the Local Address. If the Local Address is missing, the Statement is then mailed to the Permanent Address. The December Statement of Account is mailed to the Permanent Address if there is no Billing Address.

**Local Address** - The Local Address is the primary address to which University correspondence is directed while classes are in session. In the absence of a Billing Address, it is used to mail the monthly Statement of Account except in the month of December. The **Student Conduct Code** I.B. states, "It is each student's obligation to keep Admissions and Records advised of his/her local address." Students can update address information in SalukiNet or the Office of Records and Registration.

**Permanent Address** - The Permanent Address is used primarily during University breaks in the months of May, August and December. In the absence of a Billing Address, in the month of December only, it is also used to mail the Statement of Account. It is also used by the University to direct correspondence if the Local Address is missing.

**SIU Email Address**- SIU requires its students to have an "siu.edu" email address. The "siu.edu" email address will be used by professors, Student Affairs, job placement, and others within the College to electronically communicate with students. **It is the student's responsibility to check his/her email frequently for updates and announcements.**

## **NETWORK ID and “SIU.EDU” EMAIL SET UP INSTRUCTIONS**

### **If you are a new student to SIU:**

1. Go to: **<https://netid.siu.edu/>**
2. Claim your Network ID by clicking on the “Claim Account...” Button and following the instructions.
3. Enroll in classes.
4. Wait 1-2 hours.
5. Go back to: **<https://netid.siu.edu/>**
6. Login and follow the instructions to create an “siu.edu” email address.
7. The new “siu.edu” email address will not be useable for 30 minutes.

### **If you are not a new student but you do not have a Network ID:**

Go to: **<https://netid.siu.edu/>**


1. Claim your Network ID by clicking on the “Claim Account...” button and following the instructions.
2. Enroll in classes.

### **To check your “siu.edu” email after you have an address:**

1. Use any web browser and go to **<http://webmail.siu.edu>** where you will be asked to enter the first part of your email address and the Network ID password.
2. If accessing email through another application, such as Outlook or a phone, go to **<http://helpdesk.siu.edu/>** for instructions on creating a Google Apps password.

**NOTE:** Even though SIU requires the use of “siu.edu” email addresses, students have the ability to automatically forward email to another address of their choosing. It is imperative that you receive email communication from the College, so students are encouraged to facilitate this through forwarding if necessary!

## **To set up email forwarding:**

1. Go to <https://helpdesk.siu.edu/salukitech/tutorials/422-more-email-help>.
2. Under the “More Email Help” section, click on the “[Did you know: you can forward siu.edu Google Apps email to another email address?](#)” tutorial at the bottom of the page.
3. Read the instructions then click on Google Apps.
4. Sign in with your “@siu.edu” email address and Network ID password.
5. Click the  (Gear icon), then select “Settings” at the top of any Google Apps page and open the Forwarding and POP/IMAP tab.
6. Choose the second forwarding option and enter the email address to which all emails will be forwarded.
7. Select the action for your messages from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
8. Click Save Changes.
9. Please make sure all “siu.edu” email is not filtered into your junk email box.

## **WORD OF CAUTION**

Please do not use your “siu.edu” address when purchasing items online or other online activities that require you give an email address. Most online companies will add you to mailing lists that get sold, which in turn adds you to more mailing lists. Not giving this address will minimize the number of spam emails you receive.



## **WEB REGISTRATION ON SALUKINET**

### **An Online Registration Tutorial is available at:**

[http://sis.siu.edu/elearning/training/salukinet/bnnrrgall\\_viewlet\\_swf.html](http://sis.siu.edu/elearning/training/salukinet/bnnrrgall_viewlet_swf.html)

### **CRN (Course Registration Number):**

The 5-digit Course Registration Number assigned to a class section.

### **Variable Hours:**

If a course can be taken for a variable number of semester hours, Web Registration will prompt you for this entry. The system assumes that any digits you enter specify a whole number.

### **Grade Mode:**

Enter appropriate code if taking for other than regular credit (Audit).

### **Course Restriction Override Permit:**

You may not register for any class that is “closed” or has a “prerequisite” restriction other than class/college/major. Under special circumstances, instructor and authorized department signatures on a Course Restriction Override Permit are required in order for a student to register for a closed or restricted course.

### **Prerequisites:**

Students must complete all prerequisites for a course before being eligible to enroll.

### **Section Search:**

If the course section you request is not available, you will be offered a list of other sections that are available.

### **Drop/Add:**

After you have registered, you may access web registration to make permissible changes to your schedule. Before dropping courses, check to be sure you will not be jeopardizing your financial aid eligibility or some other condition that requires you to carry a certain course load for the term. Drops may be processed through web registration as the system permits.

**Final responsibility for the accuracy of web registration,  
including attention to prerequisite requirements,  
lies solely with the student.**

# REGISTRATION

## INTRODUCTION

All students in the College of Business may complete the entire advisement and registration process in the College's Office of Student Affairs, Rehn 121. Continuing Business students, in good standing, may self-advise. Each term, the University posts a new schedule of classes which lists all of the course offerings for that term. Schedule information is available on SalukiNet. You are encouraged to access SalukiNet to check your earliest date, time, and registration eligibility.

## ADVISEMENT AND REGISTRATION CALENDAR

Advisement appointments may be scheduled up to two weeks in advance with an advisor. Missing a scheduled appointment without calling to cancel is not good business practice. If an appointment must be missed, please notify us.

### Conditions requiring advisement are:

1. entry or re-entry to SIU and the College of Business
2. academic probation [cumulative SIU GPA below 2.00]
3. late registration
4. overload requests
5. online course requests

*Student-athletes must have consent of athletic academic coordinator in all registration matters.*

## FINAL REGISTRATION AND WEEK ONE:

- I. **Registration and Registration Changes**
  - A. Verify eligibility to register. All holds must be cleared before registration can be completed or courses added.
  - B. Only walk-in advisement is available. Such advisement must be brief and limited to immediate registration issues only. Have the registration form completed.
  - C. Students register through SalukiNet Web Registration.
  - D. If unable to register for a course, students may need to see an advisor for an override.

## WEEK TWO:

- I. **Section changes** will be processed in Rehn 121 – with instructor and chairperson’s approval – not through Web Registration.
- II. **Registration Changes Other Than Section Changes**
  - A. Adds will be considered ONLY with approval of instructor and chairperson. Fill out a Registration Form and a Course Restriction Override Permit. Bring both forms to Rehn 121 to be approved by the Chief Academic Advisor.
  - B. Drop deadline with refund for full semester courses is at the end of the second week.

## WEEK THREE – WEEK TEN:

- I. **Drops** without refund to avoid a grade must be processed by the end of week ten for full semester courses.
- II. **Adds will be considered** only with approval of instructor and chairperson, and must be approved by the Chief Academic Advisor.

## WEEK FOUR:

- I. **Advisement for future semesters.** Plan early for the next semester. Avoid the rush – see your advisor now. Continuing students in good standing may self-advise. Be sure to watch for notices regarding registration for future semesters. Advisement continues through the Advanced Registration period. Pick up a registration calendar in Rehn 121 for dates.

## WEEK ELEVEN AND AFTER:

- I. **Late DROPS are NOT possible!**
- II. **Registration for the next semester.** Summer, Fall, and Spring registration may be completed through SalukiNet Web Registration. Those on probation are required to see an advisor for course selection prior to registration.

### **SPECIAL APPOINTMENTS:**

For students whose schedules do not permit appointments during regular business hours contact the Chief Academic Advisor (618-536-4431).

### **TELEPHONE AND EMAIL:**

Advisement by email or telephone is not considered to be in the best interest of the student. Routine questions may be handled in this manner.

### **SELECTION OF SEMESTER COURSES**

1. Consult the University Core Curriculum and Major Requirement sheets in this handbook to determine what courses are required for your degree.
2. Check the Posting Sheet in this handbook to determine which courses you still need to take.
3. Develop a tentative list of classes (including desired sections) and a time schedule prior to seeing your advisor. Employed students should include work blocks when developing course schedules.

## **Completion of the Registration Process**

1. Prior to registering, access SalukiNet for information on registration eligibility. Process your registration using the SalukiNet Web Registration System at any computer terminal including those available in Rehn 121.
2. If at the time of the advisement/registration appointment it is discovered that a hold on your registration from Admissions, Records, Bursar, Morris Library, Parking, Housing, Health Service, or some other area exists, it will be your responsibility to go to that office to resolve the problem before you can complete registration.
3. If prepayment of tuition and fees is needed, you must go to the Bursar's Office in Woody Hall to make the prepayment; then return to Rehn 121.
4. If a course you would like to register for is closed, a Course Restriction Override Permit may be obtained and signed by the appropriate instructor and Department Chair. Course Restriction Override Permit information can be obtained from the reception desk in Rehn 121. Signed forms must be returned to Rehn 121 in order for overrides to be placed in the system. Once the override is in place, you should be able to add the course.
5. After the registration process is complete, check the schedule for accuracy.

## **REGISTRATION CHANGES**

A registration change must be processed when a course is added to or dropped from your registered schedule, or a section of a course in which you are enrolled has changed. This change can be processed in Rehn 121 using a registration form or through Web Registration as available. See the registration calendar. Before seeing your advisor or processing the change, check for time conflicts and prerequisite compliance in the revised schedule.

## **EMERGENCY ABSENCES FROM CLASS**

If class must be missed due to illness, accident, death in the family or other verifiable emergency, contact Transitional Programs at 618-453-7041 to have faculty notified. This notification does not constitute an excused absence. **It is your personal responsibility to contact faculty concerning missed work.**

## **WITHDRAWAL FROM SCHOOL OR REDUCTION OF HOURS AND FINANCIAL AID**

If withdrawing from the University (dropping to zero credit hours), contact Transitional Programs, Woody Hall A, Room 102, 618-453-7041. If you receive financial aid and choose to withdraw from school or reduce your credit load, check with the Financial Aid Office at 618-453-4334 for implications to current and future financial aid. If you are required to maintain full-time enrollment for any other reason, contact the appropriate office for authorization (i.e., International Students and Scholars, Athletics, Housing, etc).

## **ONLINE COURSE OFFERINGS THROUGH DISTANCE EDUCATION AND OFF CAMPUS PROGRAMS**

- I. **Distance Education Courses:** Students selecting courses offered in this manner must have an SIU GPA of 2.25 or higher, an academic advisor's approval, and are responsible for observing drop deadlines. No late adds may be made after the twelfth week of the semester. Drop deadlines follow same timelines as those for on-campus sections.
  
- II. **Online Semester-Based Courses:** These courses also require academic advisor approval and must be completed within the semester of registration. These courses follow the same calendar as on-campus courses.

**For LATE ADDS, fill out the registration form below as follows:**

1. Fill in the term, your SIU DawgTag, name, date, address, telephone number, and email address.
2. CRN: a five-digit Course Registration Number for the desired section of a course, (i.e., 64000) indicates HED 101 section 001 for the Fall 2013 semester.
3. SUBJECT: name of the department offering the class, i.e., Accounting (ACCT), Finance (FIN), etc.
4. COURSE: numeric code for a course, i.e. ENGL 101 - English Composition; ACCT 230 - Accounting II.
5. SECTION: three-digit listing of numbers for each section of a particular course.
6. GRADE MODE: column to indicate if you are taking a course for other than regular credit such as AU or PF; most courses will be taken for credit.
7. CREDIT HOURS: number of semester hours credit given for a course - usually 2, 3, or 4.
8. TOTAL CREDIT HOURS: indicate the number of hours enrolled for the semester.
9. Sign and date registration form at the bottom.
10. Bring the completed registration form to Rehn 121 to obtain the necessary signature(s) and for final processing.

**Registration Form**

The image shows a registration form for Southern Illinois University Carbondale. At the top center is the university's logo, which includes a building icon and the text "Southern Illinois University Carbondale". Below the logo is a header section with fields for "Student Name", "Address", "Phone Number", and "Email". The main body of the form is a table with columns for "Term", "Subject", "Course", "Section", "Grade Mode", "Credit Hours", "CRN", "Addres", "Date", "Drop Date", "Semester", "Year", and "Credits / Cost". Below the table are sections for "Student Signature", "Date", and "Signature of Advisor/Registrar". At the bottom, there are fields for "Student Signature", "Date", and "Student Signature".

**COLLEGE OF BUSINESS**  
**University Core Curriculum Effective Summer 2012 (124)**  
**TOTAL CORE CURRICULUM = 41 Semester Hours**

→ Denotes College of Business Requirement

**I. Foundation Skills (15 hrs.)**

**Hrs.**

→	ENGL 101	English Comp. I (Min Grade C)	3
→	ENGL 102	English Comp. II (Min Grade C)	3
	LING 101	Comp I for ESL Students (Min Grade C)	3
	LING 102	Comp II for ESL Students (Min Grade C)	3
→	MATH 108 or 139	Satisfies UCC Math Requirement	3
→	SPCM 101	Intro to Oral Communication	3
→	*UCOL 101(B)	Foundations of Inquiry (101B preferred)	3

\*Cross-listed with other UCOL 101 sections

**III. Disciplinary Studies (23 hrs.)**

**FINE ARTS – (One Course: 3 hrs.)**

	AD 100a	Foundations Studio A	3
	AD 100b	Foundations Studio B	3
	AD 101	Intro to Visual Culture	3
	ARC 314i	Expressions in Architecture	3
	CP 101	Film History & Analysis	3
	CP 354i	Mass Media Culture and American Studies	3
	ENGL 119	Intro to Creative Writing	3
	ENGL 206a	Literature Among the Arts: Visual	3
	ENGL 307i	Film as Literary Art	3
	FL 200a	Masterpieces of World Lit.: France & Francophone Countries	3
	FL 200b	Masterpieces of World Lit.: Germany, Switzerland, & Austria	3
	FL 200c	Masterpieces of World Lit.: Spain	3
	HIST 201	Art, Music & Ideas in the Western World	3
	MUS 103	Music Understanding	3
	RTD 362i	Sound Art and Practice	3
	THEA 101	Theater Insight	3

**HUMAN HEALTH – (One Course: 2 hrs.)**

	BIOL 202	Human Genetics & Human Health	2
	HED 101	Foundations of Human Health	2
	HND 101	Personal Nutrition	2
	KIN 101	Current Concepts of Physical Fitness	2
	PHSL 201	Human Physiology	3
	REHB 205	Disability & Chronic Disorders	3



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**HUMANITIES – (Two Courses: 6 hrs.)**

AD 207a	Intro to Art History I	3
AD 207b	Intro to Art History II	3
AD 207c	Intro to Art History III	3
CLAS 230	Classical Mythology	3
CLAS 270	Greek Civilization	3
CLAS 271	Roman Civilization	3
CLAS 315i	Classical Themes & Contemporary Life	3
CP 358i / HIST 358i	Introduction to Peace Studies	3
EA 102	East Asian Civilization	3
ENGL 121	Western Literary Tradition	3
ENGL 204	Lit. Perspectives on the Modern World	3
FR 101a	French Language & Culture I	4
FR 101b	French Language & Culture II	4
GEOL 329i	Geomythology	3
GER 101a	German Language & Culture I	4
GER 101b	German Language & Culture II	4
HIST 101a	History of World Civilization I: To Industrialization	3
HIST 101b	History of World Civilization II: Since the Age of Encounter	3
LING 200	Language, Society & the Mind	3
MATH 300i	History of Mathematics	3
PHIL 102	Intro to Philosophy	3
PHIL 103a	World Humanities I	3
PHIL 103b	World Humanities II	3
PHIL 104	Ethics	3
PHIL 105	Elementary Logic	3
PHIL 303i	Philosophy & the Arts	3
PHIL 307i	Philosophy of Science, Nature & Technology	3
PHIL 309i	Philosophy of Peace, Law & Justice	3

**SCIENCE WITH LABS : GROUP I – (One Course: 3 hrs.)**

CHEM 106	Chemistry & Society	3
GEOG 104	Weather, Climate, & Society	3
GEOG 303i	Physical Geography of the Americas	3
GEOG 310i	Digital Earth: Geospatial Techniques	3
GEOL 111 & GEOL 112	Geology & the Environment (Lecture) & Geology & the Environment (Lab)	2 & 1

**COLLEGE OF BUSINESS**  
**University Core Curriculum Effective Summer 2012 (124)**

→ Denotes College of Business Requirement

**SCIENCE WITH LABS: GROUP I – (One Course: 3 hrs.) CONTINUED**

	GEOL 121 & GEOL 124	History of the Earth (Lecture) & History of the Earth (Lab)	2 & 1
	GEOL 122 & GEOL 123	Natural Hazards and Catastrophes (Lecture) & Natural Hazards and Catastrophes (Lab)	2 & 1
	GEOL 128 & GEOL 129	The Dinosaur World & Dino Lab	2 & 1
	PHYS 101	Physics that Changed the World	3
	PHYS 103	Astronomy	3

**SCIENCE WITH LABS: GROUP II – (One Course: 3 hrs.)**

	ANTH 240a	Human Biology: An Intro to Biological Anthropology	3
	PLB 115 / ZOO 115	General Biology	3
	PLB 117	Plants & Society	3
	PLB 301i	Environmental Issues	3

**SOCIAL SCIENCE – (Take These 2 Courses: 6 hrs.)**

	ECON 241	Intro to Macroeconomics (College Req. – Sub for 113)	3
	PSYC 102 <b>OR</b> SOC 108	Intro to Psychology <b>OR</b> Intro to Sociology	3

**III. Integrative Studies (3 hrs.)**

**MULTICULTURAL/DIVERSITY – (One Course: 3 hrs.)**

	AD 227 / AFR 227	History of African American Art	3
	AD 267	Picturing Difference: Native, African, and European Americans in American Art	3
	AD 307i / WGSS 307i	Women in Visual Arts: Social & Educational Contexts	3
	AD 317i	Contemporary Native American Art: Anthropological Perspective	3
	AFR 215	Black American Experience in a Pluralistic Society	3
	AFR 303i / MUS 303i	Women, Blues & Literature	3

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**MULTICULTURAL/DIVERSITY – (One Course: 3 hrs.) CONTINUED**

ANTH 202	America's Diverse Cultures	3
ANTH 204	Anthropology of Latino Cultures	3
CCJ 203	Crime, Justice & Social Diversity	3
ENGL 205	The American Mosaic in Literature	3
ENGL 212/ HIST 212	American Studies	3
ENGR 304i	History of American Technology	3
FL 301i	Cross-Cultural Orientation	3
FR 200 / WGSS 200	Women in French and Francophone Literatures	3
HIST 202	America's Religious Diversity	3
HIST 210	American Heritages	3
KIN 210	Diversity in American Sport	3
LING 201	Language Diversity in the United States	3
LING 320i / WGSS 320i	Language, Gender & Power	3
MCMA 204	Alternative Media in a Diverse Society	3
MUS 203	Diversity & Popular Music in Am. Culture	3
PHIL 210	The American Mind	3
PHIL 211	Philosophy & Diversity: Gender, Race & Class	3
PHIL 308i	Asian Religions: A Philosophical Approach	3
POLS 215	Politics of Diversity in the United States	3
POLS 352i	Ethnicity, Nationalism & Culture	3
PSYC 223	Diversity in the Workplace	3
PSYC 233	Psychology of Gender in a Diverse Context	3
SOC 215	Race & Ethnic Relations in the United States	3
SOC 223 / WGSS 223	Women & Men in Contemporary Society	3
SOC 304i	Global Perspectives on the Family	3
SPCM 201	Performing Culture	3
SPCM 301i	Communication Across Cultures	3
WGSS 201	Multicultural Perspectives on Women, Gender & Sexuality	3
WGSS 301i	Women in Science, Engineering & Technology	3

**TOTAL CORE CURRICULUM = 41 Semester Hours**

## ADVANCED UNIVERSITY CORE CURRICULUM COURSE SUBSTITUTIONS

(As it applies to College of Business students)

University Core	*Approved Advanced Core (choose one or sequence if necessary)
AD 207	AD 358 or 368
CHEM 106	CHEM 140a; 200 & 201; 200H & 201
ENGL 101 / ENGL 102	ENGL 120H (effective SU 09)
ENGL 205	AFR 325; ENGL 225; ENGL 325; WGSS 225; EDUC 311
GEOL 111 / GEOL 112	GEOL 220 & GEOL 223; 221 & 224; 222 & 223; <b>(GEOL 113 may substitute for any of the lab sections)</b>
HIST 101a / HIST 101b	HIST 207a / HIST 207b
HIST 202	HIST 368
HIST 210	HIST 300
KIN 101	KIN 201
MUS 103	MUS 357a or 357b
PHIL 102	PHIL 304; 305a & 305b; CLAS 304
PHIL 104	PHIL 340
PHSL 201	AH 241; PHYS 310
PHYS 101 / PHYS 103	PHYS 203a & PHYS 253a; 203b & 253b; 205a & 255a; 205b & 255b; 305 & 355
PLB 115 / ZOOL 115	BIOL 200a or BIOL 200b; MICR 201; PLB 200; ZOOL 118; ZOOL 220
THEA 101	THEA 220
Fine Arts	ARC 231 & 232; ID 231 & 232
Science Group 1	SCI 210A
Science Group 2	PHSL 201 & 208 (if not used for health); SCI 210B
Humanities	A student may substitute up to a maximum of three credit hours with either a third semester foreign language or a first semester or more advanced course in Latin or Classical Greek

\*A maximum of 12 semester hrs. of approved advanced coursework may be accepted for University Core Curriculum credit, with the exception of approved University Honors courses

**COLLEGE OF BUSINESS (124)**  
**Required of ALL Business Majors**

**PROFESSIONAL BUSINESS CORE - 45 HOURS**

*(41 HOURS OF BUSINESS PREFIX COURSES)*

<b>COURSE</b>	<b>HRS</b>	<b>SHORT TITLE</b>	<b>NOTES</b>	<b>PREREQUISITE(S)</b>
<b>MATH 139</b>	(3)	Finite Math		"C" min in MATH 108
<b>MATH 140</b>	4	Short Course in Calculus		"C" min in MATH 108
<b>ENGL 291</b>	3	Interm. Technical Writing	4	ENGL 101 & ENGL 102; or ENGL 120
<b>BUS 302</b>	2	Business Career Transitions	2	NONE; (ENGL 291 strongly recommended)
<b>ACCT 208 or MGMT 208</b>	3	Business Data Analysis (Statistics)	1	MATH 139
<b>ACCT 220</b>	3	Accounting I	1	Sophomore Status
<b>ACCT 230</b>	3	Accounting II	1	ACCT 220; Sophomore Status
<b>ECON 241</b>	(3)	Intro to Macroeconomics		Satisfy SIU Math Req.
<b>ECON 240</b>	3	Intro to Microeconomics		Satisfy SIU Math Req.
<b>FIN 270</b>	3	Legal & Social Environment	3	Sophomore Status
<b>FIN 330</b>	3	Intro to Finance	1,2	ACCT 220, ACCT 230, ECON 240, MATH 139, MATH 140, ACCT/MGMT 208
<b>MGMT 304</b>	3	Intro to Management	1,2	NONE
<b>MGMT 318</b>	3	Production/Operations Management	1,2	MATH 139 or MATH 140; ACCT/MGMT 208
<b>MGMT 345</b>	3	Computer Info Systems	1,2	NONE
<b>MKTG 304</b>	3	Marketing Management	1,2	NONE
<b>MGMT 481</b>	3	Administrative Policy		MGMT 304, 318, FIN 330, MKTG 304, Senior Status
<b>300-400 level CoB Elective</b>	3	ACCT, FIN, MGMT, or MKTG (not ECON)	2	As required

**Notes:**

1. A minimum grade of "C" is a requirement for some Major courses.
2. All 300 & 400 level College of Business (CoB) courses are restricted to College of Business juniors & seniors.
3. The combination of FIN 280 & FIN 380 may be substituted for FIN 270 (Recommended for ACCT majors). *FIN 380 satisfies 300-400 level CoB elective.*
4. Students may substitute ENGL 290, MGMT 202 or WED 302 if necessary. MGMT 202 calculates into the BUS GPA.

# LEGEND

## For use on all Major Requirement Sheets

### ABBREVIATIONS AND TERMS:

HRS = semester hours

GR = grade

Sophomore status = 26-55 hours passed

Junior status = 56-85 hours passed

Senior status = 86 or more hours passed

GPA = grade point average

Business-prefix courses = courses designated with these headings: ACCT, BUS, ECON, FIN, MGMT, MKTG

300-400 level College of Business (CoB) elective = any 300-400 level course titled ACCT, FIN, MGMT, or MKTG

The use of (3) in HRS column is intended to avoid double-counting-- that is, these hours are included in another category.

The College enforces prerequisites, including class status. Where courses are shown as prerequisites, a passing grade must be earned in these or equivalent courses prior to the term for which you are registering for the course. Where sophomore, junior, or senior status is shown as a prerequisite, total hours passed must equal that status in the term for which you are registered for the course.

### PROFESSIONAL BUSINESS CORE GPA REQUIREMENTS FOR SPECIFIC MAJORS

**Accounting:** Students majoring in Accounting must earn a **minimum grade of "C"** in ACCT 220, ACCT 230.

**Finance:** Students majoring in Finance must earn a **minimum grade of "C"** in FIN 330.

**Management:** Students majoring in Management must earn a **minimum grade of "C"** in ACCT/MGMT 208, MGMT 304, MGMT 318, and MGMT 345.

**Marketing:** Students majoring in Marketing must earn a **minimum grade of "C"** in MKTG 304 and ACCT/MGMT 208.

## COLLEGE OF BUSINESS (124) ACCOUNTING (ACCT)

### MAJOR REQUIREMENTS – 30 HOURS

COURSE	SHORT TITLE	PREREQUISITE(S)
ACCT 321	Intermediate Accounting I	"C" min in ACCT 220 & 230; MATH 140
ACCT 322	Intermediate Accounting II	"C" min in ACCT 321; MATH 140
ACCT 331	Cost Accounting	"C" min in ACCT 220 & 230; MATH 139, MATH 140; ACCT/MGMT 208
ACCT 341	Introduction to Taxation	"C" min in ACCT 220 & 230; ACCT major or minor
*ACCT 360	Accounting Systems Operations	"C" min in MGMT 345
ACCT 460	Auditing	"C" min in ACCT 322; ACCT major or minor

\*Accounting majors may take ACCT 360 CONCURRENTLY with MGMT 345.

Select **FOUR** courses from the following:

**PROJECTED Offerings:**

COURSE	SHORT TITLE	PREREQUISITES	Summer	Fall	Spring
ACCT 411	Entrp. Networks and Communication	"C" min in MGMT 345	VARIES		
ACCT 421	Advanced Accounting	"C" min in ACCT 322; ACCT major or minor		X	X
ACCT 431	Advanced Cost Accounting	"C" min in ACCT 331; ACCT major or minor		X	
ACCT 441	Advanced Tax	"C" min in ACCT 341; ACCT major or minor		X	X
ACCT 465	Internal Auditing	ACCT major or minor		X	
ACCT 468	Forensic Accounting	ACCT major or minor			X
ACCT 471	Government & Not for Profit Accounting	"C" min in ACCT 321; ACCT major or minor	X		
ACCT 495	Internship	Outstanding Accounting record; Dept approval; ACCT major or minor	X	X	X

**Note:** All 300 & 400 level College of Business (CoB) courses are restricted to CoB juniors & seniors.

# ACCOUNTING (ACCT) SUGGESTED SEQUENCE GUIDE

## FRESHMAN YEAR

UCOL 101(B)	3	UCC Human Health	2
ENGL 101 (English Comp I)	3	ENGL 102 (English Comp. II)	3
SPCM 101	3	PSYC 102 / SOC 108 (Intro Psyc/Soc)	3
UCC Science (Group 1)	3	UCC Science (Group 2)	3
~MATH 139 (Finite)	3	MATH 140 (Calculus)	4
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

~If you do not test into Math 139 after taking the Math Placement Test, you may have to start with Math 107 or 108.

## SOPHOMORE YEAR

ACCT 220	3	ACCT 230	3
ECON 241 (UCC sub)	3	ECON 240	3
ACCT / MGMT 208 (Statistics)	3	ENGL 291	3
UCC Humanities	3	UCC Humanities	3
UCC Fine Arts	3	UCC Integrative Studies	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

## JUNIOR YEAR

ACCT 321	3	ACCT 322	3
ACCT 331	3	ACCT 341	3
ACCT 360	3	MGMT 304	3
MGMT 345	3	**FIN 280	3
FIN 330	3	BUS 302	2
		*Approved Elective	1
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

## SENIOR YEAR

***ACCT	3	ACCT 460	3
***ACCT	3	***ACCT	3
MGMT 318	3	***ACCT	3
MKTG 304	3	MGMT 481	3
**FIN 380 (300-400 level CoB elective)	3	Approved elective	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

\* 120 semester hours are required for graduation. Approved electives should be selected in consultation with academic advisor to meet this requirement.

\*\* The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270. *FIN 380 also satisfies the 300-400 level CoB elective.*

\*\*\* Major elective or Major specialization.



## COLLEGE OF BUSINESS (014) BUSINESS ECONOMICS (BUEC)

### MAJOR REQUIREMENTS – 21 HOURS

COURSE	SHORT TITLE	PREREQUISITE(S)
ECON 340	Intermediate Microeconomics	ECON 240 (no credit if ECON 440 credited)
ECON 341	Intermediate Macroeconomics	ECON 241 (no credit if ECON 441 credited)
FIN 361	Management of Business Finance	"C" min in FIN 330
FIN 462 or FIN 463	Working Capital Mgmt or Forecast & Capital Budgeting	"C" min in FIN 361 or Concurrent Enrollment

Select **THREE** courses from the following:  
(TWO must be ECON)

**PROJECTED Offerings:**

COURSE	SHORT TITLE	PREREQUISITES	Summer	Fall	Spring
ACCT 321	Intermediate Accounting I	"C" min in ACCT 220 & 230; MATH 140		X	X
ACCT 331	Cost Accounting	"C" min in ACCT 220 & 230; MATH 139, MATH 140; ACCT/MGMT 208		X	X
ACCT 471	Government & Not for Profit Accounting	"C" min in ACCT 321; ACCT major or minor	X		
ECON 310	Labor Problems	ECON 240	VARIES		
ECON 315	Money & Banking	ECON 241		X	
ECON 329	Intro Inter Econ	ECON 241 & 240		X	
ECON 330	Public Finance	ECON 240	VARIES		
ECON 350	Law & Economics	ECON 240			X
ECON 416	Financial Economics	ECON 241			X
ECON 429	International Trade & Finance	ECON 340 & 341			X
ECON 443	Honors Research in Economics	MATH 140 or 150; Dept. consent	VARIES		
ECON 463	Intro to Applied Econometrics	ECON 308 or equivalent			X
ECON 465	Mathematical Economics I	ECON 340 or 440; MATH 140		X	
FIN 331	Investments	"C" min in FIN 330	X	X	X
FIN 464	International Financial Management	"C" min in FIN 361 or Concurrent Enrollment		X	X
MGMT 352	Management Science	"C" min in ACCT/MGMT 208 & MGMT 318; MATH 139,140		X	
MKTG 390	Marketing Research & Analysis	"C" min in ACCT/MGMT 208 & MKTG 304; MATH 139		X	X
MKTG 435	International Marketing	"C" min in MKTG 304	X		X

**Note:** All 300 & 400 level College of Business (CoB) courses are restricted to CoB juniors & seniors.

## **BUSINESS ECONOMICS (BU EC) SUGGESTED SEQUENCE GUIDE**

### **FRESHMAN YEAR**

UCOL 101(B)	3	UCC Fine Arts	3
ENGL 101 (English Comp I)	3	ENGL 102 (English Comp. II)	3
UCC Science (Group 1)	3	UCC Science (Group 2)	3
PSYC 102 / SOC 108 (Intro Psyc/Soc)	3	UCC Human Health	2
~MATH 108 (*Approved elective)	3	MATH 140 (Calculus)	4
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

~If you do not test into Math 108 after taking the Math Placement Test, you may have to start with Math 107.

### **SOPHOMORE YEAR**

ACCT 220	3	ACCT 230	3
ECON 241 (UCC sub)	3	ECON 240	3
MATH 139 (Finite)	3	ACCT / MGMT 208 (Statistics)	3
UCC Humanities	3	**FIN 270	3
SPCM 101 (Speech)	3	ENGL 291	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

### **JUNIOR YEAR**

MGMT 304	3	MGMT 345	3
ECON 340	3	ECON 341	3
FIN 330	3	FIN 361	3
MKTG 304	3	BUS 302	2
UCC Humanities	3	UCC Integrative Studies	3
		*Approved Elective	2
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>16</b>

### **SENIOR YEAR**

MGMT 318	3	MGMT 481	3
***ECON-prefix elective	3	***ECON-prefix elective	3
***Major elective	3	FIN 462 or FIN 463	3
*Approved Elective	3	*Approved Elective	2
300-400 level CoB elective	3	*Approved Elective	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>14</b>

\* 120 semester hours are required for graduation. Approved electives should be selected in consultation with academic advisor to meet this requirement.

\*\* The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270.

\*\*\* Major elective or Major specialization.

## COLLEGE OF BUSINESS (134) FINANCE (FIN)

### MAJOR REQUIREMENTS - 27 HOURS

COURSE	SHORT TITLE	PREREQUISITE(S)
FIN 331	Investments	"C" min in FIN 330
FIN 341	Financial Markets	"C" min in FIN 330
FIN 361	Management of Business Finance	"C" min in FIN 330
ACCT 321 or ACCT 331	Intermediate Accounting I or	"C" min in ACCT 220 & 230; MATH 140
	Cost Accounting	"C" min in ACCT 220 & 230; MATH 139, MATH 140, ACCT/MGMT 208

#### FINANCIAL MANAGEMENT: (FI1)

FIN 462, 463, and THREE of: FIN 432, 433, 434, 449, 464, 469, 495

#### FINANCIAL INSTITUTIONS, OPTION A: (FI2: Banking)

FIN 449 and FOUR of: FIN 432, 433, 434, 462, 464, 469, 495

#### FINANCIAL INSTITUTIONS, OPTION B: (FI2: Real Estate)

FIN 320, 322, and THREE of: FIN 432, 433, 449, 464, 495

#### INVESTMENTS: (FI3)

FIN 432, 433, and THREE of: FIN 434, 449, 462, 463, 464, 469, 495

#### PROJECTED Offerings:

COURSE	SHORT TITLE	PREREQUISITES	Summer	Fall	Spring
FIN 320	Real Estate			ONLINE	
FIN 322	Real Estate Appraisal				ONLINE
FIN 432	Options & Future Markets	"C" min in FIN 331; "C" min in 361 or Concurrent Enrollment		X	
FIN 433	Portfolio Theory & Management	"C" min in FIN 331; "C" min in 361 or Concurrent Enrollment			X
FIN 434	Risk Management	"C" min in FIN 432	COURSE NOT TAUGHT		
FIN 449	Management of Financial Institutions	"C" min in FIN 330 & 341		X	X
FIN 462	Working Capital Management	"C" min in FIN 361 or Concurrent Enrollment		X	X
FIN 463	Forecasting & Capital Budgeting	"C" min in FIN 361 or Concurrent Enrollment		X	X
FIN 464	International Financial Mgmt	"C" min in FIN 361 or Concurrent Enrollment		X	X

<b>FIN 469</b>	<b>Financial Analysis &amp; Security Valuation</b>	"C" min in FIN 361		X	VARIES
<b>FIN 495</b>	<b>Internship</b>	Department approval	X	X	X

Note: All 300 & 400 level College of Business (CoB) courses are restricted to CoB juniors & seniors.

## FINANCE (FIN) SUGGESTED SEQUENCE GUIDE

### FRESHMAN YEAR

UCOL 101(B)	3	UCC Human Health	2
ENGL 101 (English Comp I)	3	ENGL 102 (English Comp. II)	3
UCC Science (Group 1)	3	UCC Science (Group 2)	3
UCC Fine Arts	3	PSYC 102 / SOC 108 (Intro Psyc/Soc)	3
~MATH 108 (*Approved elective)	3	MATH 140 (Calculus)	4
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

~If you do not test into Math 108 after taking the Math Placement Test, you may have to start with Math 107.

### SOPHOMORE YEAR

ACCT 220	3	ACCT 230	3
ECON 241 (UCC sub)	3	ECON 240	3
SPCM 101 (Speech)	3	UCC Humanities	3
MATH 139 (Finite)	3	**FIN 270	3
ENGL 291	3	ACCT / MGMT 208 (Statistics)	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

### JUNIOR YEAR

UCC Humanities	3	MGMT 304	3
FIN 330	3	FIN 331	3
UCC Integrative Studies	3	FIN 341	3
MKTG 304	3	BUS 302	2
ACCT 321 or 331	3	FIN 361	3
		*Approved Elective	2
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>16</b>

### SENIOR YEAR

MGMT 318	3	MGMT 481	3
MGMT 345	3	300-400 level CoB elective	3
***FIN	3	***FIN	3
***FIN	3	***FIN	3
***FIN	3	*Approved Elective	2
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>14</b>

\* 120 semester hours are required for graduation. Approved electives should be selected in consultation with academic advisor to meet this requirement.

\*\* The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270.

\*\*\* Major elective or Major specialization.

**COLLEGE OF BUSINESS (094)  
MANAGEMENT (MGMT)  
FIRST – THIRD SPECIALIZATIONS**

**MAJOR REQUIREMENTS - 21 HOURS**

COURSE	SHORT TITLE	PREREQUISITE(S)
MGMT 341	Organizational Behavior	"C" min in ACCT/MGMT 208 & MGMT 304; MATH 139
MGMT 380	Managing Information Systems	"C" min in MGMT 345
MGMT 483	Advanced Production – Operations Management	"C" min in MGMT 318

1. GENERAL MANAGEMENT (select FOUR): MGMT 352, 385, 431, 446, 474, 485, 495
2. ENTREPRENEURSHIP: FIN 350, MGMT 350, MGMT 471 & select ONE of: MGMT 422, 431, 495
3. GLOBAL E-BUSINESS (select FOUR): MGMT 360, 362, 411, 421, 422, 456, 495

**PROJECTED Offerings:**

COURSE	SHORT TITLE	PREREQUISITES	PROJECTED OFFERINGS		
			Summer	Fall	Spring
FIN 350	Small Business Financing	ACCT 220 & 230; ECON 240	ONLINE ONLY		
MGMT 350	Small Business Mgmt		X	X	
MGMT 352	Management Science	"C" min in ACCT/MGMT 208, MGMT 318 & MGMT 345; MATH 139 & 140		X	
MGMT 360	Database Mgmt	"C" min in MGMT 345		X	X
MGMT 362* a - e	Business Applications Programming	"C" min in MGMT 345		X	
MGMT 385	Personnel & Human Resource Mgmt	"C" min in ACCT/MGMT 208 & MGMT 304; MATH 139	X	X	X
MGMT 411	Enterprise Networks & Communications	"C" min in MGMT 345	VARIES		
MGMT 421	Information System Analysis & Design	"C" min in MGMT 360			X
MGMT 422	Business Systems Development	"C" min in MGMT 360			X
MGMT 431	Organizational Design & Structures	"C" min in MGMT 341		X	X
MGMT 446	Leadership & Managerial Behavior	"C" min in MGMT 341		X	
MGMT 456	Managing Global E-Business Systems	"C" min in MGMT 345		X	
MGMT 471	Seminar in Entrepreneurship	Department Consent			X
MGMT 474	Mgmt's Responsibility in Society	Senior Status		X	
MGMT 485	Organizational Change & Development	"C" min in MGMT 341			X

MGMT 495	Internship	MGMT major; Dept apprvl	X	X	X
<b>*MGMT 362 a, b, c, d, e: up to three may be taken for credit</b>					

**Note:** All 300 & 400 level College of Business (CoB0 courses are restricted to CoB juniors & seniors.

## MANAGEMENT (MGMT) SUGGESTED SEQUENCE GUIDE

### FRESHMAN YEAR

UCOL 101(B)	3	UCC Human Health	2
ENGL 101 (English Comp I)	3	ENGL 102 (English Comp. II)	3
UCC Science (Group 1)	3	UCC Science (Group 2)	3
UCC Fine Arts	3	PSYC 102 / SOC 108 (Intro Psyc/Soc)	3
~MATH 108 (*Approved elective)	3	MATH 140 (Calculus)	4
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

~If you do not test into Math 108 after taking the Math Placement Test, you may have to start with Math 107.

### SOPHOMORE YEAR

ACCT 220	3	ACCT 230	3
ECON 241 (UCC sub)	3	ECON 240	3
SPCM 101	3	ENGL 291	3
MATH 139 (Finite)	3	ACCT / MGMT 208 (Statistics)	3
UCC Humanities	3	**FIN 270	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

### JUNIOR YEAR

UCC Humanities	3	UCC Integrative Studies	3
BUS 302	2	MGMT 341	3
MGMT 345	3	MGMT 380	3
FIN 330	3	MGMT 318	3
MGMT 304	3	MKTG 304	3
*Approved Elective	2		
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15</b>

### SENIOR YEAR

MGMT 483	3	MGMT 481	3
***SPECIALIZATION	3	***SPECIALIZATION	3
***SPECIALIZATION	3	***SPECIALIZATION	3
*Approved Elective	3	300-400 level CoB elective	3
*Approved Elective	3	*Approved Elective	2
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>14</b>

\* 120 semester hours are required for graduation. Approved electives should be selected in consultation with academic advisor to meet this requirement.

\*\* The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may

be substituted for FIN 270.

\*\*\* Major elective or Major specialization.

**COLLEGE OF BUSINESS (094)  
MANAGEMENT (MGMT)  
FOURTH – SIXTH SPECIALIZATIONS**

**MAJOR REQUIREMENTS - 21 HOURS**

COURSE	SHORT TITLE	PREREQUISITE(S)
MGMT 341	Organizational Behavior	"C" min in ACCT/MGMT 208 & MGMT 304; MATH 139
MGMT 380	Managing Information Systems	"C" min in MGMT 345
MGMT 483	Advanced Production – Operations Management	"C" min in MGMT 318

4. **SUPPLY CHAIN MANAGEMENT:** MGMT 352, MGMT 452, and select TWO of: MGMT 456, 495; IT 465, 470A, 470B

5. **PERSONNEL MANAGEMENT:** MGMT 385, and select THREE of: MGMT 352, 431, 474, 485, 495; 307, 420

6. **MANAGEMENT OF HEALTH CARE ENTERPRISES:** MGMT 385; HCM 360 and select TWO of: MGMT 474, 485, 495; HCM 381 (sub HCM 364), 385, 388

**PROJECTED Offerings:**

COURSE	SHORT TITLE	PREREQUISITES	Summer	Fall	Spring
HCM 360	The US Health Care System			X	X
HCM 364 (sub for 381)	Organizational Behavior & Mgmt in Health Care			X	X
HCM 385	Health Care Finance	UCC Math; ACCT 210 or ACCT 220		X	X
HCM 388	Legal Aspects of Health			X	X
IT 465	Lean Manufacturing				X
IT 470A	Six Sigma Green Belt			X	
IT 470B	Six Sigma Green Belt II	IT 470A			X
MGMT 352	Management Science	"C" min in ACCT/MGMT 208, MGMT 318 & MGMT 345; MATH 139 & 140		X	
MGMT 385	Personnel & Human Resource Mgmt	"C" min in ACCT/MGMT 208 & MGMT 304; MATH 139	X	X	X
MGMT 431	Organizational Design & Structures	"C" min in MGMT 341		X	X
MGMT 452	Supply Chain Transp. & Logistics	"C" min in MGMT 318			X
MGMT 456	Managing Global E-Business Systems	"C" min in MGMT 345		X	
MGMT 474	Mgmt's Responsibility in Society	Senior Status		X	
MGMT 485	Organizational Change & Development	"C" min in MGMT 341			X
MGMT 495	Internship	MGMT major; Dept apprvl	X	X	X

PSYC 307	Social Psychology	PSYC 102	X	X	X
PSYC 420	Industrial/ Organizational Psyc.	PSYC 211 or ACCT/MGMT 208	VARIES		

Note: All 300 & 400 level College of Business (CoB) courses are restricted to CoB juniors & seniors.

## MANAGEMENT (MGMT) SUGGESTED SEQUENCE GUIDE

### FRESHMAN YEAR

UCOL 101(B)	3	UCC Human Health	2
ENGL 101 (English Comp I)	3	ENGL 102 (English Comp. II)	3
UCC Science (Group 1)	3	UCC Science (Group 2)	3
UCC Fine Arts	3	PSYC 102 / SOC 108 (Intro Psyc/Soc)	3
~MATH 108 (*Approved elective)	3	MATH 140 (Calculus)	4
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

~If you do not test into Math 108 after taking the Math Placement Test, you may have to start with Math 107.

### SOPHOMORE YEAR

ACCT 220	3	ACCT 230	3
ECON 241 (UCC sub)	3	ECON 240	3
SPCM 101	3	ENGL 291	3
MATH 139 (Finite)	3	ACCT / MGMT 208 (Statistics)	3
UCC Humanities	3	**FIN 270	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

### JUNIOR YEAR

UCC Humanities	3	UCC Integrative Studies	3
BUS 302	2	MGMT 341	3
MGMT 345	3	MGMT 380	3
FIN 330	3	MGMT 318	3
MGMT 304	3	MKTG 304	3
*Approved Elective	2		
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15</b>

### SENIOR YEAR

MGMT 483	3	MGMT 481	3
***SPECIALIZATION	3	***SPECIALIZATION	3
***SPECIALIZATION	3	***SPECIALIZATION	3
*Approved Elective	3	300-400 level CoB elective	3
*Approved Elective	3	*Approved Elective	2
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>14</b>

\* 120 semester hours are required for graduation. Approved electives should be selected in consultation with academic advisor to meet this requirement.



\*\* The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270.

\*\*\* Major elective or Major specialization.

## COLLEGE OF BUSINESS (004) MARKETING (MKTG)

### MAJOR REQUIREMENTS - 24 HOURS

COURSE	SHORT TITLE	PREREQUISITE(S)
MKTG 305	Consumer Behavior	
MKTG 329	Marketing Channels	"C" min in MKTG 304
MKTG 363	Strategic Promotion Management	"C" min in MKTG 304
*MKTG 390	Marketing Research & Analysis	"C" min in ACCT/MGMT 208 & MKTG 304; MATH 139
*MKTG 493	Marketing Strategy	"C" min in MKTG 305, 329, 363, 390

\*MKTG 390 & 493 are not offered in Summer terms.

Select **THREE** courses from the following:

**PROJECTED Offerings:**

COURSE	SHORT TITLE	PREREQUISITE(S)	Summer	Fall	Spring
MKTG 336	International Business	"C" min in MKTG 304	X	X	X
MKTG 364	Internet Mktg & Social Media	"C" min in MKTG 304		X	
MKTG 380	Professional Sales	"C" min in MKTG 304		X	
MKTG 401	Retail Management	"C" min in MKTG 304	X	X	X
MKTG 405	Brand Management	"C" min in MKTG 304		X	X
MKTG 435	International Mktg	"C" min in MKTG 304	X		X
MKTG 438	Sales Management	"C" min in MKTG 304 & MGMT 304	X	X	X
MKTG 439	Bus to Business Mktg	"C" min in MKTG 304 & 329	ONLINE ONLY		
MKTG 452	Physical Distrib Mgmt	"C" min in MKTG 304	ONLINE ONLY		
MKTG 463	Advertising Management	"C" min in MKTG 304 & 363		X	X
MKTG 489	Services Marketing	"C" min in MKTG 304		X	X
MKTG 495	Internship	MKTG 304, 305; Plus 1 additional MKTG course (not 350); Dept apprvl; Pass/Fail; BUS & MKTG GPA = 3.0	X	X	X
MKTG 496	Field Sem in Intl Bus	MKTG 304	X		
MKTG 499 A – D	Marketing Insights	MKTG 304, 305, 363; Plus 2 MKTG electives	Independent Study		

		(not 350); Dept apprvl; MKTG major; 3.0 BUS GPA & 3.4 MKTG GPA	
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**Note:** All 300 & 400 level College of Business courses are restricted to College of Business juniors & seniors.

## MARKETING (MKTG) SUGGESTED SEQUENCE GUIDE

### FRESHMAN YEAR

UCOL 101(B)	3	UCC Fine Arts	3
ENGL 101 (English Comp I)	3	ENGL 102 (English Comp. II)	3
UCC Science (Group 1)	3	UCC Science (Group 2)	3
UCC Human Health	2	PSYC 102 / SOC 108 (Intro Psyc/Soc)	3
~MATH 140 (Calculus)	4	MATH 139	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

~If you do not test into Math 140 after taking the Math Placement Test, you may have to start with Math 108 or 107.

### SOPHOMORE YEAR

ACCT 220	3	ACCT 230	3
ECON 241 (UCC sub)	3	ECON 240	3
SPCM 101	3	ENGL 291	3
ACCT / MGMT 208 (Statistics)	3	**FIN 270	3
UCC Humanities	3	UCC Integrative Studies	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

### JUNIOR YEAR

MGMT 304	3	MGMT 345	3
MKTG 304	3	MKTG 305	3
FIN 330	3	MKTG 390	3
UCC Humanities	3	300-400 level CoB elective	3
*Approved Elective	2	***MKTG	3
BUS 302	2		
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15</b>

### SENIOR YEAR

***MKTG	3	***MKTG	3
MGMT 318	3	MGMT 481	3
MKTG 329	3	MKTG 493	3
MKTG 363	3	*Approved Elective	3
*Approved Elective	3	*Approved Elective	2
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>14</b>

\* 120 semester hours are required for graduation. Approved electives should be selected in consultation with academic advisor to meet this

requirement.

\*\* The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270.

\*\*\* Major elective or Major specialization.

<b>STUDENT POSTING SHEET</b>			
<b>I. Foundation Skills</b>		<b>(take all five – total 15 hours)</b>	
COURSE	HOURS	YEAR / TERM	GRADE
*ENGL 101 or LING 101	3		
*ENGL 102 or LING 102	3		
MATH 139 (sub for 113)	3		
SPCM 101	3		
UCOL 101	3		
* = “C” min grade required			
<b>II. Disciplinary Studies</b>		<b>(choose eight – total 23 hrs.)</b>	
<b>FINE ARTS - (choose one: 3 hrs.)</b>			
	3		
<b>HUMAN HEALTH - (choose one: 2 hrs.)</b>			
	2		
<b>HUMANITIES - (choose two: 6 hrs.)</b>			
	3		
	3		
<b>SCIENCE - (choose two: 6 hrs.)</b>			
	3		
	3		
<b>SOCIAL SCIENCE - (meets CoB requirements: 6 hrs.)</b>			
ECON 241 (sub for 113)	3		
PSYC 102 or SOC 108	3		
<b>III. Integrative Studies</b>		<b>(choose one – total 3 hrs.)</b>	
<b>MULTICULTURAL/DIVERSITY - (choose one: 3 hrs.)</b>			
	3		
<b>Approved Electives</b>		<b>(total 4-13 hrs. depending on major)</b>	


**STUDENT POSTING SHEET cont.**

<b>Professional Business Core</b>			
<b>(total 45 hrs.)</b>			
<b>COURSE</b>	<b>HOURS</b>	<b>YEAR / TERM</b>	<b>GRADE</b>
MATH 139	(3)		
MATH 140	4		
ENGL 291	3		
ACCT 208 or MGMT 208	3		
ACCT 220	3		
ACCT 230	3		
BUS 302	2		
ECON 240	3		
ECON 241	(3)		
FIN 270	3		
FIN 330	3		
MGMT 304	3		
MGMT 318	3		
MGMT 345	3		
MKTG 304	3		
MGMT 481	3		
300-400 CoB Elective	3		
<b>Major Sequence</b>		<b>(Total 21-30 hrs. depending on major)</b>	


- NOTES: 1. Min “C” grade required in all Major courses  
 2. Min 2.0 GPA in Major  
 3. Min 2.0 GPA in all Business courses

## **STUDENT ORGANIZATIONS IN THE COLLEGE OF BUSINESS**

Business student organizations are an important part of the College and provide valuable interaction, knowledge, and experience for those who participate. The networking opportunities provided have proven year after year to be one of the best sources of job opportunities upon graduation. Students in the College are encouraged to survey the available organizations and to join at least one student group. Noted at the end of each organization is the location of the faculty contact with whom you may inquire about the group.

**Accounting Society** is an organization for students who are interested in Business, with an emphasis on Accounting. This organization allows its members the opportunity to enhance their leadership and communication skills through their participation and gain practical experience. [School of Accountancy]

**Alpha Kappa Psi** is a national, professional business fraternity that helps students understand the careers open to them in business. It also provides opportunities for social and volunteer experiences for its members. [Department of Marketing]

**American Marketing Association** is a national organization. An understanding of marketing concepts is stressed along with social interaction and community service. [Department of Marketing]

**ASCEND** is open to all undergraduate and graduate students from all majors, that seeks to focus exclusively on the business leadership potential of Pan-Asian professionals. Programs could include: mentorship programs, leadership training, ongoing resume and interview critiques, company visits, networking events, and professional/technical development.

**Association for Information Systems (AIS/PMI)** is the premier international organization that seeks to identify, extend, unify, and

communicate knowledge in information technology, information systems, and information management. The Project Management Institute (PMI) advances the practice, science, and profession of project management throughout the world in a conscientious and proactive manner. Together, AIS/PMI is a unique student organization that can benefit students of all majors across the university.

**Asian Business Association (ABA)** is a student organization, opened to all ethnicities and majors, devoted to encourage the professional development of Asian, Asian American, and other ethnic minorities in the field of Business at Southern Illinois University at Carbondale. [College of Business Director of Minority Affairs]

**Beta Alpha Psi** is a business fraternity for Accounting majors. To be eligible for membership, one must maintain a 3.0 grade point average and have an active interest in the field of Accounting. The organization's goals include encouraging scholastic and professional excellence, providing opportunities for association with practicing accountants, and promoting active participation with the College of Business. [School of Accountancy]

**Beta Gamma Sigma** is the national honor society for Business students who are enrolled in AACSB accredited colleges. Membership is by invitation only and is limited to those students in the top of their junior and senior classes. [Department of Marketing]

**Blacks Interested in Business (BIB)** is open to any student, regardless of major, who is interested in business. Through its activities, workshops and seminars, its goal is to motivate, inspire and improve the self-confidence, self-esteem, and self-development of its members. [College of Business Director of Minority Affairs]

**Business Leadership Council** is the coordinating organization for the College student body. Its membership is composed of one representative from each of the 15 student organizations and one (at large) independent representative to equal the number of student organizations represented. Members must be Business majors (except for organizational representatives) and possess a 2.5 GPA during the duration of their service. The Council provides its constituents with a vital link between the administration, faculty, and students, and provides substantive input for the policies and planning of the College. The Council is a very active organization

which provides students with a wide variety of activities and service opportunities throughout the year. [Office of Student Affairs]

**The Financial Management Association** is for students interested in Business Finance and Investments. It provides its members with investment knowledge, knowledge of employment opportunities, and social activities. [Department of Finance]

**Hispanic Business Association (HBA)** is a student organization dedicated to promoting Hispanic culture and diversity by providing a platform for business prospects within our communities. HBA reaches out to all individuals from different majors and ethnicities and provides them with advancement opportunities through leading organization initiatives that will educate, connect and ultimately prepare members for the corporate world. HBA provides students an opportunity to network with professionals, local entrepreneurs, and corporate recruiters to get insights in different careers and industries. [College of Business Director of Minority Affairs]

**The National Association for the Advancement of Colored People (NAACP)** is a registered student organization devoted to addressing the issues of education, economic development, and racial injustice. It is open to all individuals and focuses on directing attention to voter empowerment, health issues, criminal justice, affirmative action, social changes, and civil rights. [College of Business Director of Minority Affairs]

**National Association of Black Accountants** is the leader in expanding the influence of minority professionals in the fields of Accounting and Finance. Established in 1969, the association strives to promote and develop the professional skills of its members, to encourage and assist minority students in entering the Accounting profession, and, among other goals, to represent the interests of current and prospective minority accounting professionals.

**Phi Beta Lambda** is a student organization that helps build leadership, competitiveness, and social skills needed in today's business world. It is a national organization associated with Future Business Leaders of America. Open to any major.

**Pi Sigma Epsilon** is recognized nationwide as one of the most esteemed professional fraternities available. We concentrate on improving our skills in Sales and Marketing, but we are open to all

majors. We offer positions in Marketing, Accounting, Finance, Sales, Administration, Human Resources, Recruitment, Communications, Public Relations, Athletics, CEI Administration, Historian, Social Director, Website Administrator, Philanthropy, Alumni Relations, CoB Representative, and more. All members of our organization work together as a team to help each other with academic, as well as professional, enhancement. We offer optional social activities and hold fundraisers for charitable causes and for travel to regional and national conventions. We have excellent alumni contacts and corporate sponsors. Joining our organization will assist you in becoming more knowledgeable about the business community, the Marketing profession, SIU life in general, and much more. We recruit new members at the start of each semester.

**Saluki CEO Corps** informs, supports, and inspires college students to be entrepreneurial and seek opportunity through enterprise creation. Members of Saluki CEO Corps have the opportunity to network with various entrepreneurs throughout the school year. Saluki CEO Corps is open to all majors, undergraduate and graduate.

**Saluki Student Investment Fund** provides students at Southern Illinois University Carbondale with hands-on experience in portfolio management and investment research. This includes managing a portion of the Southern Illinois University Foundation portfolio with a Midcap Core Strategy, as well as investing to maximize long-term capital appreciation as the group's primary objective. [Department of Finance]

**Women Business Association (WBA)** is a student organization devoted to encouraging the success of women in business. This organization is open to all majors and men as well. WBA wants to inform, connect, and prepare individuals for the corporate world by providing them with advancement opportunities through leading organization initiatives. WBA provides students an opportunity to network with professionals, local entrepreneurs, and corporate recruiters to get insights in different careers and industries. [College of Business Director of Minority Affairs]

## ***CURRENTLY INACTIVE ORGANIZATIONS***

**International Business Association**  
**SIU.EDU**



**The Society for the Advancement of Management**  
**Students Interested in Free Enterprise**  
**Successmasters**

**\*Any and all of the above can be reactivated by contacting the respective Department Chair.**

## **OFFICE OF MINORITY AFFAIRS**

The ultimate goals of the College of Business Office of Minority Affairs are to provide appropriate support services and incentives to enable more minority students to successfully complete their educational objectives without interrupting or ending their course of study in the College of Business. The primary objectives of the College of Business Office of Minority Affairs are to enhance the student's college experience and increase the matriculation and graduation rates of currently enrolled minority students by helping them to meet their social, cultural, and educational needs.

The College of Business Office of Minority Affairs provides orientation, tutoring, and academic support services to help ensure that minority students have every opportunity to succeed and receive a quality education. It assists qualified minority students in securing scholarships, internships, externships, and job placement.

## **SERVICES**

### **Tutorial Assistance**

The College of Business provides tutorial assistance for minority students enrolled in Accounting 220, Accounting 230, Math 139, Math 140, MATH 108, MATH 107, MGMT 318 and Finance 330.

### **Workshops**

The College of Business provides survival skills workshops for minority students. The purpose of the workshops is to help minority students enhance or develop their skills in time management, lecture note-taking, textbook study techniques and test-taking techniques. Workshops are conducted throughout the semester in small, informal groups, which meet for one session per topic.

## **Academic Counseling**

College of Business provides academic counseling for minority students who are concerned about or are experiencing academic difficulties or academic problems. Individual appointments are available by contacting the Office of Minority Affairs.

## **Orientation**

The purpose of the College of Business Minority Orientation Program is to make sure that minority students receive an efficient and effective introduction to the university and community. Minority students are informed and made aware of the university programs, personnel, resources, procedures and regulations. Information on clear, realistic career and educational goals are outlined and discussed.

## **Career Services**

The College of Business Office of Minority Affairs assists qualified minority students in securing internships, externships, co-op positions and job placement.

## **Minority Mentorship**

The purpose of the program is to help minority students derive the greatest possible benefits from the people, programs and facilities at the University and the Carbondale community. This is accomplished by providing minority students with the opportunity to develop friendly and helpful relationships with a member of the University faculty, staff, or member of the Carbondale community who can assist minority students in developing career and academic goals, in learning how to maximize the educational opportunities available at the University and in becoming acclimated to college and community life.

**Individual appointments are offered through contacting the Office of Minority Affairs at 618.453.7498, [recruit@business.siu.edu](mailto:recruit@business.siu.edu), or by visiting Rehn Hall, Room 119.**

**Career Services & Placement Ctr**  
**Rehn Hall, Suite 113**  
**618-453-2603**

**University Career Services**  
**Woody Hall, B-204**  
**618-453-2391**

### **Your Life AFTER the College of Business**

The College of Business Placement Center, the BPC, enhances career and employment opportunities for students in the College. The primary mission of the Center is to connect students in the College with employers for internships externships, and career placement. One of the many goals of the Center is to provide students with a wide variety of services to adequately prepare them for a successful job search.

The Center's staff is committed to offering an exceptional level of service to both students and employers. Services provided by the Center include:

- **Student Services**
  - Career counseling
  - Networking opportunities with employers
  - On site job interviews
  - Résumé critiques
  - Social media audits
  - Specialized workshops on career-related topics
  - Dedicated computer terminals for employment searching/research
  - Mock interviews with business/community leaders/alumni
  - Myers-Briggs Type Indicator Assessment Administration

### **Get Involved!**

Students are encouraged to participate in additional employment opportunity programs, such as the Extern Program sponsored by the

SIU Alumni Association. The Extern Program is essentially a job shadowing program whereby students are matched with alumni and friends of SIU during the University's spring break in March to observe and experience their chosen career fields.

## **Thousands of Employers**

The College of Business uses the eRecruiting Network. This is a nationwide on-line system of some 3800 colleges/universities and 100,000 recruiters that utilize the site to coordinate job placement activities between students and employers. This service is provided free of charge for CoB students/alumni as an on-line job search database, as well as a job-posting database for employers. You can directly access the system by going to <http://siucba.experience.com> Contact the BPC to gain access to this system.

Placement Center contact information:  
Rehn Hall, Suite 113  
Telephone: 618-453-2710  
Website: [www.business.edu/services/bpc](http://www.business.edu/services/bpc)  
Email: [mpurdy@business.siu.edu](mailto:mpurdy@business.siu.edu)

**Scan this QR code with your smartphone to download out information to your address book:**



*Please Note: The Center has a cooperative agreement with University Career Services [UCS] in Woody Hall to share and disseminate information on campus-wide Career Workshops; Career Fairs; Job Postings and Interviews, including sponsorship/payment of the UCS registration fee. Additional services offered by UCS may be located on-line at <http://careerservices.siu.edu/>.*

## **EXTERNSHIPS AND INTERNSHIPS: YOUR OPPORTUNITY FOR PRACTICAL WORK EXPERIENCE**

Gaining hands-on, practical experience in the work world as a supplement and complement to gaining formal education can prepare one more fully for a career. In addition, many employers view experience as a big plus when hiring new employees. These are two of the reasons why the College of Business strongly advises its students to gain practical experience via active involvement in student clubs, community volunteer activities, and/or externships/internships/part-time jobs.

### **EXTERNSHIPS**

The College of Business participates in and assists with SIU's Annual Extern Program, which is sponsored by the Student Alumni Council of the SIU Alumni Association. An externship through this program is a week-long or shorter volunteer, career experience during Spring Break. Juniors and seniors are invited to apply in the Fall for this Spring program. Business students desiring more information about SIU's Extern Program should call or stop by the SIU Alumni Office in the Student Center (2<sup>nd</sup> floor) or the College of Business Placement Center.

### **INTERNSHIPS**

An internship is one type of career preparatory experience (or job). During an internship, the intern usually works on actual projects and observes others working in the career field. In addition, the intern may be involved in participating in training seminars and meetings. Internships vary, but are frequently for one semester or longer. They may be part-time or full-time, and may or may not be for credit or pay. To earn credit for an internship, the student has to apply to the appropriate academic department's internship program and be accepted into it, the employer has to be willing to sponsor

the internship for credit, the academic department has to approve the internship for credit as well as provide a faculty sponsor prior to the internship commencing, and both the student and employer must meet the academic department's program activity requirements.

## STUDY ABROAD

**“Managers of the 21<sup>st</sup> Century will be international or unemployed”**

- Quote from an American Management Association workshop

Just as business people need to know how to read a spreadsheet, communicate effectively and work with others, they are increasingly called upon to be able to work with other cultures. More than ever, the market is global and you need to be able to work effectively in a number of societies. There are many ways to achieve this ability, but perhaps the most effective is study abroad.

SIU offers Business students a variety of opportunities to study abroad, including individual exchange programs and faculty-led experiences. These include direct exchanges and opportunities available through the Center for International Education. Please visit the website for further information on Study Abroad opportunities offered through SIU <http://www.cie.siu.edu>.

The College of Business offers a faculty-led study abroad program. The one-month summer experience allows students to travel to Grenoble, France, to study at the world-renowned Grenoble Ecole de Management. Students may take courses in the areas of international strategy/international marketing, entrepreneurship, innovation, and/or design.

Visit [www.business.siu.edu/services/study-abroad](http://www.business.siu.edu/services/study-abroad) for more information.

## **SCHOLARSHIPS**

### **Financial Aid Opportunities through the College of Business**

A variety of scholarship awards are available through the College and its individual departments. In addition, the SIU Foundation presents scholarships specifically designated for Business majors from individual donors and on behalf of the University. Applications can be found on the College of Business website; submissions are due typically before February 1 and must be submitted online. However, this date is subject to change. Generally, awards made in the Spring semester will begin in the following Fall semester. Application must be made annually. A student may submit the Tuition Waiver/Scholarship Application in order to be considered for all scholarships awards for which s/he qualifies. Scholarship Awards by separate application are indicated in the links provided. Students who receive scholarships must participate in the Honors Day ceremony in the Spring semester in which they receive the funding. The list of scholarships & applications are available at:

**<http://business.siu.edu/services/scholarships.html>**

## **POLICIES AND PROCEDURES FOR ACTS OF ACADEMIC DISHONESTY**

### **SIU STUDENT CONDUCT CODE**

The SIU Student Conduct Code can be read in its entirety at:

**<http://policies.siu.edu/documents/StudentConductCodeFINALMay32011.pdf>**

*The Student is responsible for adhering to the University Academic Dishonesty Policy.*

### **STUDENT HEARING (GRIEVANCE) PROCEDURE COLLEGE OF BUSINESS**

#### **PREFACE**

Normally, Faculty-Student differences and issues in dispute should be discussed with the student's instructor.<sup>1</sup> When discussion does not resolve the issue in a satisfactory manner, the faculty and students of the College of Business establish this procedure to provide students with a formal and efficient process through which they may present grievances against an instructor. This procedure recognizes that a student has the right to present a grievance and receive a fair hearing and, if appropriate, corrective action. Copies of this document shall be available for all students at the College's Office of Student Affairs.

#### **PURPOSE**

Students with grievances not covered by other College policies and procedures may elect to have grievances heard using

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<sup>1</sup>For convenience the term "instructor" is used throughout this document. The reference is to an individual with whom the student may have a grievance. That individual may be any employee of the College of Business, e.g. graduate assistant, academic advisor, or faculty.



this procedure. Students must enter grievances at the lowest appropriate level before appealing to a higher level. This procedure is established to examine facts and is not a trial to affix guilt.

## **PROCEDURE**

### **STEP ONE**

The student must present grievance documentation to the instructor with whom a grievance exists within 20 business days of the start of the semester<sup>2</sup> following the incident. The instructor must respond to the student in writing within 10 days<sup>3</sup> of receiving the written complaint and send copies to the immediate supervisor.

### **STEP TWO**

The student has the right to pursue the grievance to the next higher level. The student has 5 days from receipt of the instructor's decision to inform both the instructor and chair<sup>4</sup> of his/her appeal, in writing. If, however, the instructor fails to respond within the required time period, the student may appeal to the chair within 10 days after expiration of that time period.

The chair will schedule a hearing within 10 days of receipt of the appeal. In addition to the right of the instructor and student to attend, the chair may request that anyone else possessing knowledge of the situation be present at this hearing. A friend or counsel may be present with the student at this and the subsequent step in the hearing process, but may not address the hearing directly. The hearing will occur no later than 30 days after the chair received the written appeal unless otherwise agreed to by the principle parties. After the hearing, the Chair must respond to the student in writing, sending copies to the instructor and the Dean.

### **STEP THREE**

If the grievance is pursued, it shall be to the Dean and must be submitted within five days after the hearing with the chair is held. The Dean will schedule the final College hearing for the student within 10 days and shall hold the hearing within 30 days of receipt of the appeal. The Dean may request that the instructor or anyone else

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<sup>2</sup> Fall and Spring are semesters; Summer is not.

<sup>3</sup> "Day" shall mean all days the business offices of the University are open.

<sup>4</sup> For convenience the term "Chair" used throughout this document refers to the employee's immediate supervisor.

possessing knowledge of the situation be present at this hearing. Within ten days of the hearing the Dean shall write and transmit the decision to the affected parties.

*Approved by the Faculty of the College of Business  
September 21, 1990.*

## A GLOSSARY OF TERMS

ACCT	Accounting major or School of Accountancy
ACRONYMS	a 2, 3, or 4 letter abbreviation for courses within a program of study; ACCT for Accounting
ADVANCED REGISTRATION	that period of time (usually in October - December, and February - May) when all Students have the opportunity to advance register for classes for the next semester
ADVISEMENT	the process or meeting between the student and the academic advisor to discuss a program of study, course selection and other matters of an academic nature. Appointments with the advisors are 30 minute sessions and are scheduled up to 2 weeks in advance
APPROVED ELECTIVE	taken to fulfill the total number of credits, can be chosen from any courses offered at the University for credit
AU = AUDIT	attending a course where no credit is earned and no grade is received. Students auditing a course are expected to attend class regularly and to determine from the instructor the amount of work expected of them. For further details, see the <a href="#">SIU Catalog</a>
BUEC	Business Economics major through the Finance Department
CALENDAR	all important dates are listed on the College's Calendar each semester for convenience and information. <b>All students are responsible for picking up a copy of the Calendar from Rehn 121 each semester and being aware of the</b>

	<b>information on both sides of the sheet</b>
CATALOG	publication containing SIU university policies, regulations, course descriptions, and other important information
CATALOG DATE	date of catalog governing a student's curricular requirements
CHAIRPERSON	the elected faculty administrator for an academic department
COURSE RESTRICTION OVERRIDE PERMIT	allows registration into a class even though the capacity has been reached and/or other restrictions apply; requires specific departmental signatures
CLOSED CLASS	a section of a class which has reached the capacity of the number of students that the class is able to accommodate
CLOSED CLASS CARD	see COURSE RESTRICTION OVERRIDE PERMIT
CoB	College of Business
CREDIT	the unit by which academic work is measured, relating to the number of hours spent in class each week
DEAN	administrator of an academic unit who is responsible for curriculum, personnel and academic services
DEAN'S LIST	a list of full-time students in the College of Business who have achieved academic excellence as demonstrated by a GPA of 3.40 or above in a given semester
DEAN'S SIGNATURE	under special circumstances the Dean's signature is required. This signature may be obtained in Rehn 121. The Chief Academic Officer acts as the Dean's agent in records and registration matters
DEFICIENCY (DF)	High School Subject Pattern deficiency
DIFFERENTIAL TUITION	Starting Fall 2008, the College of Business has implemented a differential tuition surcharge of 15% of applicable tuition for declared CoB majors that are new students; the differential tuition surcharge will be assessed at the in-state tuition rate; the prior 2001 CoB Technology Fee has been subsumed under Differential Tuition
ECON	Economics major or Economics Department

EXTERNSHIPS	an opportunity for junior/senior students to gain practical experience in their major fields; these are normally not for credit, are sometimes paid by the sponsoring organization, and are usually for one week during the Spring break
FIN	Finance major or Finance Department
GRADUATION APPLICATIONS	must be submitted to Admissions and Records in Woody Hall by the deadline within the term in which the student plans to graduate; graduation will be delayed one term for students who do not apply by that time; application may be made early.
GRAD APPS (CONT).	
GRIEVANCE PROCEDURE	see "Student Hearing Procedure" in this handbook
HALF-SEMESTER CLASS	see SHORT COURSES
HONORS PROGRAM	see University Honors Program
INCOMPLETE (INC)	see page 6 of this handbook
INDEPENDENT STUDY	the opportunity for students to study a particular topic individually with a faculty or staff member; initiated by the student and developed in consultation with faculty or staff member
INTERNSHIP	an opportunity for junior/senior students to gain practical experience in their major fields; these can be for credit or not and are sometimes paid by the sponsoring agency
INTERSESSION CLASS	a class which is offered between the end of one semester and the start of another
MAJOR	the student's academic program of study which should be formally declared in the junior year
MGMT	Management major or Management Department
MINOR	not required in the College of Business; Consult the <a href="#">SIU Catalog</a> for details
MINORITY PROGRAM	refers to a special program in the College of Business
MKTG	Marketing major or Marketing Department
NATIONAL DEAN'S LIST	a society for the national recognition of outstanding students; GPA required is 3.40
NEGATIVE POINTS	see POINTS SYSTEM
OFFICE OF TRANSITIONAL	helps students with special problems

PROGRAMS	including processing student withdrawals from the University; located in Woody Hall A-102, 618-453-7041
OVERLOAD	maximum number of credits in which a student is allowed to enroll during a regular semester is 18; during Summer term, the maximum is 9; A student who wants to take more credits than that must see an advisor for approval. (A student on probation is limited to 14 or fewer hours per semester; 7 or fewer per Summer term)
OVERLOAD (CONT.)	
POINTS SYSTEM	<p>the BUS GPA and/or major GPA are expressed as + or – points. This is a common system used to indicate the number of positive (+) or negative (-) grade points above or below a “C” grade average. To the left are examples for three credit hour courses.</p> <p>A = +2 X 3 = +6  B = +1 X 3 = +3  C = 0 X 3 = 0  D = -1 X 3 = -3  F = -2 X 3 = -6</p> <p>Multiply the + or – points by the credit hours of the course</p>
POSITIVE POINTS	see POINTS SYSTEM
PREREQUISITE	a course that must be satisfactorily completed before taking a subsequent course. For example, English Comp 1 must be satisfactorily completed before taking English Comp II
PROFICIENCY	an examination which proves knowledge in an area and for which college credit is granted upon passing. See your advisor or Testing Services for further details
REGISTRATION FORM	official form (CRF) used by the student to request courses and to make course changes
REPEAT POLICY	Effective Summer 1996 through Spring 2003, and then Summer 2013 and later, only the last grade of the subsequently repeated course will count in the grade point average even if the last grade is an F. The courses must be from the same institution. Prior to Summer 1996, and from Summer 2003 through Spring 2013, all earned grades carrying quality point values are considered when computing

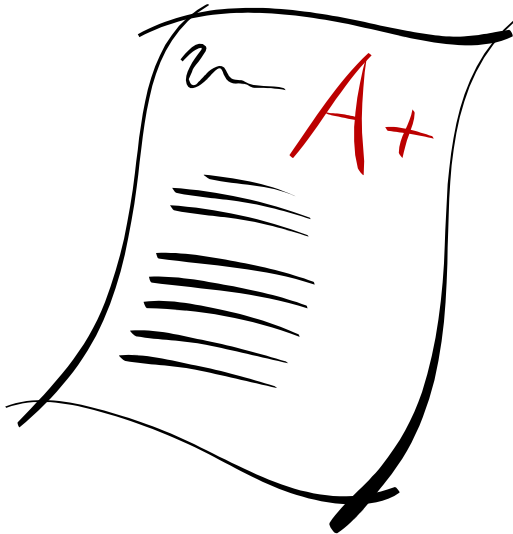
	students' grade point averages, including each earned grade in a repeated course. All courses must be from the same institution
RESIDENCE	number of credit hours of SIU work required for a B.S. degree; any 90 hours or the last 30 at SIU without interruption of attendance elsewhere
RETENTION POLICY	Students are required to fulfill University scholastic standards (e.g. maintain a 2.0 grade point average for all work taken at SIU)
RETENTION POLICY (CONT.)	
SALUKINET	on-line access to personal academic records (i.e. transcripts, GPA, degree audit, etc.), schedule of classes, web registration, and other information available at <a href="https://salukinet.siu.edu/">https://salukinet.siu.edu/</a>
SATISFACTORY PROGRESS POLICY	a requirement that each student receiving financial aid will complete a baccalaureate degree within a specific period of time. This length of time will vary according to the source of the aid. The student is responsible for checking with the Financial Aid Office, Veteran's Administration, Vocational Rehabilitation, the NCAA, or other sources in order to ensure continued eligibility
SCHEDULE OF CLASSES	listing showing all courses, times, etc.; online at <a href="http://www.registrar.siu.edu/records/schedclass.htm">http://www.registrar.siu.edu/records/schedclass.htm</a>
SECTION NUMBER	three (3) digit number that represents a particular class – meeting times, days, building, room
SENIOR CHECK	evaluation of all course work completed by the student up to a certain date; lists courses which are still needed in order to complete graduation requirements
SESSION CODES	identify the part of a term for which a class meets and correspond to the section number for the class
SHORT COURSES	courses or sections that meet for less than an entire semester; add/drop and attendance dates vary
SPECIALIZATION	a specialized course of study either required or available within some majors, such as "Financial Institutions"

	within the Finance major
STUDENT HEARING PROCED.	conflict resolution system
SYLLABUS	a course outline, usually distributed at the first class meeting, which shows grading procedures, reading lists, and other expectations of students in the course
UNIVERSITY CORE CURRIULUM	the part of a student's degree designed to provide breadth of understanding beyond one's major; a portion of each student's degree must consist of University Core Curriculum courses; see the <u>SIU Catalog</u> for a more detailed description of the requirements, or refer to the similarly named section of this handbook
UNIVERSITY CORE CURRICULUM (CONT.)	
UNIVERSITY HONORS PROGRAM	a university-wide program for academically talented undergraduate students which provides specially designed and challenging courses and other services. University Honors courses may take the place of University Core Curriculum courses; See an advisor or the University Honors Office for info
WEB REGISTRATION	registration using <a href="https://salukinet.siu.edu">https://salukinet.siu.edu</a>
WITHDRAWAL	must occur when a student wishes to stop attending classes; if the student is dropping one or more courses but still plans to attend at least on course, a Registration Form must be processed; the student who discontinues attendance from all courses must officially withdraw from the University through the Office of Transitional Programs. Consult registration calendar for deadlines.

## HOW'S IT GOING?

Have you had a great teacher or academic advisor this year?

Or how about problems with technology in a classroom?



**Please direct comments, problems, complaints, suggestions, and compliments to:**



**ASSISTANT DEAN OF STUDENT AFFAIRS,  
JILL GEBKE  
AT 618.453.7487**

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>	<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>
<b>A</b>			<b>E</b>		
Academic Success, Center for	Woody C-7	536-6646	Economics	Faner A 4 121	536-7746
Accountancy, School of	Rehn 232	453-2289	Education & Human Services, College of	Wham 122	453-6340
Admissions (Undergrad.)	Woody A202	536-4405	Ed Admin & Higher Ed	Pulliam 131	536-4434
Africana Studies	Fanner 4007	453-7147	Ed Psychology & Special Ed	Wham 223	536-7763
Agriculture Sciences, College of	Agriculture 201	453-2469	Engineering, College of	Engineering E 102	453-4321
Air Force ROTC	807 S. Normal	453-2481	Engineering (Advisement)	Engineering D 104	453-2261
Anthropology	Faner C3525	536-6651	English	Faner 2370	453-5321
Applied Science & Arts	ASA 222	536-6682			
Army ROTC	Kesnar 106	453-5786	<b>F</b>		
Art Advisement	Allyn 103	453-4313	Finance (CoB)	Rehn 134	453-2459
Athletics (Intercollegiate)	Lingle 118	453-7250	Financial Aid	Woody B 3rd Floor	453-4334
Aviation Flight	Air Terminal 109	453-1147	Food & Nutrition	Quigley 209	453-5193
Aviation Mgmt	1365 Douglas Drive	453-8898	Foreign Lang & Literatures	Faner 2166	536-5571
			Forestry	Agriculture 184	453-3341
<b>B</b>			<b>G</b>		
Biological Sciences	254 Life Science II	536-2032	Geography	Faner 4520	536-3375
Black Affairs Council	Student Center, 3rd Floor	453-2534	Geology	Parkinson 102	453-3351
Bursar	Woody B006	453-2221	Graduate School	Woody B 103	536-7791
Business (Dean)	Rehn 114	453-3328			
Business (Advisement)	Rehn 121	536-4431	<b>H</b>		
Business (Appointments)	Rehn 121	453-7496	Health Care Management	ASA 18	453-7211
Business Economics	Rehn 134 (Finance)	453-2459	Health Ed & Recreation	Pulliam 307	453-2777
Business Placement Center	Rehn 113	453-2603	Health Services	Student Health Center	453-3311
			History	Faner 3374	453-4391
			Housing	Washington Square D	453-2301
<b>C</b>			<b>I</b>		
Career Services (University)	Woody B204	453-2391	Information (University)	Student Center	536-4636
Chemistry & Biochemistry	Neckers C223	453-5721	Information Sys & Applied Tech	Information Station	536-7253
CESL	Faner 3242	453-2265	Information Technology	ASA 106	453-7253
Clinical Center	Wham 141	453-2361	Interior Design	Wham B 18	453-6280
Computer Science	Faner A2125	536-2327	International Programs & Services	Quigley 410	453-3734
Continuing Education, Division of	Student Center 272	453-3430		NW Annex B 135	536-7771453-5774
Counseling Center	Student Health Center 253	536-7751			
			<b>J</b>		
<b>D</b>			Journalism	Comm. 1210A	536-3361
Disability Support Services	Woody B 150	453-5738			
Distance Education, Office of	NWA 141	453-3430	<b>K</b>		
			Kinesiology	Davies 107	536-2431

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>	<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>
<b>L</b>			<b>S</b>		
Law, School of	Lesar Law	536-7711	Saluki Express Bus Service	Student Center	536-3351
Liberal Arts, College of	Faner 2427	453-2466	Science, College of	Neckers A 157	536-6666
Liberal Arts (Advisement)	Faner 1229	453-3388	Science (Advisement)	Neckers A 185	536-5537
Library Circulation	Morris Library, 1st Floor	453-1455	Social Work, School of	Quigley 3	453-1235
Linguistics	Faner 3236	536-3385	Sociology	Faner 3384	453-2494
<b>M</b>			Speech Comm.	Comm. 2002	453-2291
Management	Rehn 214	453-3307	Student Affairs	Anthony Hall 311	453-2461
Marketing	Rehn 229	453-4341	Student Employment Services	Woody B360	453-4629
Mass Comm & Media Arts	Comm. 1012	453-4308	Students' Rights and Responsibilities	Woody A302	596-2338
Mathematics	Neckers A357	453-5302	<b>T</b>		
Microbiology	187 Life Science II	536-2349	Testing Services	Woody B228	453-6003
Military Programs	NW Annex 141	536-3388	Theater	Comm. 1033	453-5741
Music	Altgeld 104B	536-8742	Transitional Programs	Woody A 102 & A 122	453-7041
<b>N</b>			<b>U</b>		
New Student Programs	Student Center, 303A	453-1000	University Honors	Morris 110	453-2824
Non-Traditional Student Services	Student Center, 3 <sup>rd</sup> Floor	453-7521	University Ombudsman	Woody C302	453-2411
<b>P</b>			University Studies	Faner 4226	453-3468
Parking Division	Washington Square B	453-5369	<b>V</b>		
Payroll	Miles Hall	453-3391	Veterans' Service Center	Woody B258	453-1335
Philosophy	Faner 3065	536-6641	<b>W</b>		
Physics	Neckers A483	453-2643	Wellness Center	Student Health Center 120	536-4441
Plant Biology	422 Life Science II	536-2331	Women, Gender & Sexuality Studies	913 S. Oakland	453-5141
Police, Campus	Washington Square A	453-3771	Workforce Ed & Development	Pulliam 212	453-3321
Pre-Major Advisement	Woody C117	453-4351	<b>Z</b>		
Psychology	281Life Science II	536-2301	Zoology	351Life Science II	536-2314
<b>R</b>					
Radio-Television	Comm. 1048	453-6902			
Registrar's Office	Woody A 110	453-2963			
Rehabilitation	Rehn 319A	536-7704			