

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

# 2015-2016 STUDENT HANDBOOK

COLLEGE OF BUSINESS



## **ADVISEMENT** (Rehn 121)

Appointment Desk . . . . . 618/536-4431  
Appointment Desk . . . . . 618/453-7496  
Fax . . . . . 618/453-7961

## **CAREER SERVICES & PLACEMENT CTR** (Rehn 113)

Main Office . . . . . 618/453-2603  
Danna Lewis, Assoc. Director . . . . . 618/453-2710  
Fax . . . . . 618/453-7961

## **OFFICE OF MINORITY AFFAIRS** (Rehn 119)

Main Office . . . . . 618/453-7485  
Michael Haywood, Director . . . . . 618/453-7498  
Fax . . . . . 618/453-7961

## **ACCOUNTING** (Rehn 232)

Main Office . . . . . 618/453-2289  
Fax . . . . . 618/453-1411

## **FINANCE** (Rehn 134)

Main Office . . . . . 618/453-2459  
Fax . . . . . 618/453-5626

## **MANAGEMENT** (Rehn 214)

Main Office . . . . . 618/453-3307  
Fax . . . . . 618/453-7835

## **MARKETING** (Rehn 229)

Main Office . . . . . 618/453-4341  
Fax . . . . . 618/453-7747

## **DEAN** (Rehn 114)

Main Office . . . . . 618/453-3328  
Jill Gebke, Assistant Dean . . . . . 618/453-7487  
Fax . . . . . 618/453-7961

(Records or Registration Problems- Contact Advisement)

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## **UNIVERSITY QUICK LIST**

Bursar . . . . . 618/453-2221  
Financial Aid . . . . . 618/453-4334  
International Admission . . . . . 618/453-2954  
Records . . . . . 618/453-2999  
Transitional Programs . . . . . 618/453-7041  
Undergraduate Admissions . . . . . 618/536-4405

# TABLE OF CONTENTS

Your Advisement Office .....	4
Student Responsibilities.....	5
Summary of Requirements for Bachelor of Science Degree .....	6
Student Classification Requirement Hours .....	9
GPA Requirements for Graduation.....	10
College Credit by Examination.....	12
Online Resources.....	13
Personal Address Information.....	14
Network ID and Email Set-Up Instructions .....	15
Registration.....	16
Course Registration on SalukiNet.....	22
University Core Curriculum Requirements for College of Business .....	24
Professional Business Core .....	30
Legend of Abbreviation and Terms .....	31
College of Business Major Requirement Sheets .....	32
Student Degree Posting Sheet .....	48
Student Organizations in the College of Business .....	50
College of Business Student Services.....	54
Career Services (Business Placement Center) .....	54
Office of Minority Affairs .....	56
Scholarships.....	58
Study Abroad.....	58
Policies and Procedures for Acts of Academic Dishonesty .....	59
Student Hearing Procedure.....	60
Glossary of Terms.....	61
Suggestions.....	67
Directory.....	68

# YOUR ADVISEMENT OFFICE

UNDERGRAD ADVISEMENT OFFICE – 121 REHN HALL

**Welcome to SIU! The College of Business staff of Undergrad Advisement Office is delighted to serve as your academic advisors.**

## **Academic Advisement Mission**

Academic advising is based on providing you with accurate and appropriate information to help make your educational experience relevant, coherent and meaningful. The mission of your 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 your decision-making skills.
2. **Guide** – support you in developing meaningful long-term plans and strategies to achieve your academic goals.
3. **Refer** – encourage you to utilize other areas of student services and various campus resources and services available, to assist you with difficulties outside the academic area and in achieving your 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.

Included on page 48 is a student degree posting sheet for tracking course requirements with space to post grades for completed work. This handbook will help you track courses needed for degree fulfillment. Please bring this handbook with you to advisement appointments.

# STUDENT RESPONSIBILITIES

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There are steps you can take to help you achieve educational success and fulfill your degree requirements. Steps to being proactive in pursuing your goals include:

1. Read your College of Business handbook and the Undergraduate Catalog and become familiar with your program requirements.
2. Know the standard for 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.). You can find the calendar at: **[registrar.siu.edu/schedclass](http://registrar.siu.edu/schedclass)**.
4. Know how to access information on your academic progress via SalukiNet.
5. Schedule advisement appointments early in each semester.
6. Track and document your academic progress so that you are better equipped to make sound academic and career decisions.
7. Review your SalukiNet degree evaluation and bring it with you to your advisement meeting.
8. Prepare a list of questions, comments and concerns to bring to your advisement appointment along with your tentative selection of courses and your handbook.
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. We are here to guide you; however, final decisions related to your educational progress including course additions and withdrawals are yours.

# SUMMARY OF REQUIREMENTS

## FOR A COLLEGE OF BUSINESS BACHELOR OF SCIENCE

All undergraduate students entering the College of Business must meet minimum requirements to qualify for graduation and degree completion. If you have any questions concerning these requirements, please schedule an appointment with an academic advisor.

### GENERAL REQUIREMENTS FOR GRADUATION

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1. **Hour requirements:** Minimum of 120 semester hours completed with a passing grade.
2. **Senior Institution requirement:** Of the 120 semester hours, a minimum of 42 hours at the 300-level or above must be earned at a senior-level institution.
3. **Residence requirements:** The last 30 hours or a total of 90 hours must be completed at SIU.
4. **Grade Point Average requirements:** Minimum 2.0 average for all courses taken at SIU and a 2.0 average with no grades below C for all major course work.
5. **University Core Course requirements:** The University Core Curriculum (UCC) requires 41 semester hours (30 hours if under Capstone option) along with the requirements of the academic unit, the major and the minor (if applicable).
6. **Graduation application:** You must apply for graduation before the deadline within the semester of planned graduation. Please contact the Graduation Office for additional deadline and graduation fee information. More information is available on their website at: [commencement.siu.edu](http://commencement.siu.edu).

### COLLEGE OF BUSINESS REQUIREMENTS AND POLICIES

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1. **Email address:** All College of Business students are required to have and use an [siu.edu](mailto:siu.edu) email address. You will receive all email communications including but not limited to, information from SIU, your professors, advisors and career services at the [siu.edu](mailto:siu.edu) address.
2. **Course sequencing:** Prerequisites are required for many College of Business courses. Please sequence your courses properly. Level 300 and 400 courses are only offered to juniors or seniors with at least 56 credit hours passed.

3. **Grade Point Average:** Graduation from the College of Business requires achievement of a 2.0 GPA in all business-prefix courses taken to satisfy the major requirements. ACCT 210, ECON 113, ECON 302I and MGMT 170 are not calculated into the business-prefix grade point average. You must earn a minimum grade of C and a minimum 2.0 GPA in your major coursework to satisfy degree requirements.
4. **Course repeat policy:** Business courses may be repeated twice for a grade, however, the second repeat requires the provost's approval, via your academic advisor. ACCT 300 and 400 level courses may only be repeated once. You may not repeat business courses after earning a grade of C or better.
5. **Business minors:** A minor from the College of Business requires a grade of C or better in each of the courses taken at SIU, with 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. Students must work with the college on a probation plan in order to be considered for reinstatement or readmission if suspended.
7. **Academic dishonesty policy:** Adherence to the University's academic dishonesty policy is required. This policy can be found at: [policies.siu.edu/\\_common/documents/StudentConductCode.pdf](http://policies.siu.edu/_common/documents/StudentConductCode.pdf).
8. **Academic record:** The College of Business adheres to the Family Educational Rights and Privacy Act (FERPA); educational record information, including but not limited to, grades and degree progress, is only available to the student, unless the student completes a release form in the presence of a University official or Notary Public. The release form is available at: [registrar.siu.edu/pdf/RecordsReleaseForm.pdf](http://registrar.siu.edu/pdf/RecordsReleaseForm.pdf). You can grant proxy access to your account information, financial aid and student records through the Proxy Management page in Salukinet.
9. **University Core Curriculum (UCC) requirements:** All business majors must complete the following or their equivalents: Psychology or Sociology, Speech and one year of English Composition. English Composition I and II require a grade of C or better (capstone option only requires one semester of English Composition).

## GRADING SYSTEM

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1. Only SIU grades of A, B, C, D, F and WF are included in the SIU GPA. Transfer work is not 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. For more information, see page 64 of this handbook.
3. A WF represents an unofficial withdrawal and calculates as a failing grade in your GPA.
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. An INC must be changed to a completed grade within one semester following the term in which the course was taken, excluding summer term. Failure to complete the course work within one semester will result in a grade of F. When completing a course with an INC grade, students should not reregister for that course.
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 designated at the time of registration, or prior to the end of the second week of classes. If auditing students do not attend regularly, the instructor may determine that the student should not have a satisfactory (AU) audit grade. If the audited class is unsatisfactory, a grade of UAU will appear on the student's transcript.

## STUDENTS ACADEMIC STANDING

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Once you have earned grades at SIU, an academic standing is created. Your academic standing is often referenced as a requirement for the following:

1. **Good standing:** Cumulative SIU GPA 2.00 or above.
2. **Probation:** Cumulative SIU GPA less than 2.00.
3. **Continuing probation:** Cumulative SIU GPA less than 2.00, but each individual term has been a 2.00 or above since being placed on probation.
4. **Suspension:** While on probation, cumulative SIU GPA and term GPA of less than 2.00 and more than 6 negative points. See page 10 for point information.



For re-entry student information, contact the Undergrad Advisement Office at Rehn 121 or by email at [advisement@business.siu.edu](mailto:advisement@business.siu.edu).

## SIU FINANCIAL AID RECIPIENTS

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If transferring into the College of Business from another college on campus or another University, 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**

Student classifications (freshman, sophomore, etc.) are calculated by credit hours earned, not by the number of years in college or years at SIU.

<b>Classification</b>	<b>Hours Required</b>
Senior	86 +
Junior	56-85
Sophomore	26-55
Freshman	0-25

## TRANSFER STUDENT INFORMATION

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Transfer students must submit an official transcript before credit can be given for transfer work. Only coursework accepted by the University can be evaluated for transfer credit. All official transcripts will be processed through Transfer Student Services in the Records and Registration Office or the Center for International Education for international students. University Core Curriculum equivalencies are determined by Records and Registration Office evaluators.

Coursework taken at the upper division (300-400 level) can be considered for upper division business course equivalency. Business equivalency evaluations are initiated in the college with an advisor. You should provide a syllabus for each course to be evaluated.

## **GPA REQUIREMENTS FOR GRADUATION**

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### **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 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 and administration, 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

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There are several types of GPAs, including cumulative and SIU. It is important to realize the difference in each and when they are used.

**Overall GPA:** This includes all courses taken at SIU and any other institution. This is primarily used to determine Latin Honors at graduation (cum laude, etc.).

**Current Term GPA:** Only includes those SIU course grades from the indicated semester.

**SIU (Institution) GPA:** Only includes course grades at SIU. This GPA is used to determine academic standing.

**Business GPA/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	Multiply	Credit hours for the class	Equals	GPA points for the 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 hour 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 higher in order for you to graduate.

## COLLEGE CREDIT BY EXAMINATION

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### College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) helps you receive college credit for what you already know. Developed by the College Board, CLEP is the most widely accepted credit-by-examination program, available at more than 2,900 colleges and Universities. There are 33 CLEP exams available. 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).

CLEP general examinations	Summary of credit that may be earned	Recommended for the college
Natural Science	6 hours (3+3)	YES
Social Science and History	6 hours <i>(not PSYC102, SOC108, or ECON241)</i>	NO
Humanities	6 hours (3+3)	YES
Mathematics	3 hours <i>(less than Business Math requirement)</i>	NO
English	3 hours Composition I 3 hours Composition II	NO NO

*Special subject examinations in accounting, management and marketing are available.*

### Proficiency examinations

SIU offers proficiency exams for a wide variety of classes at SIU, including all courses in the University Core Curriculum. Details on exams available and specific policies are available at: **testingservices.siu.edu**. If you believe you are qualified to take a proficiency examination, check with the department offering the course to determine your eligibility to do so. Students scoring in the top 10 percent of ACT are particularly encouraged to take advantage of this opportunity. The College of Business recommends a proficiency examination in mathematics over CLEP. For a more detailed explanation of SIU's policies and score requirements, consult the SIU Undergraduate Catalog. Testing Services has additional information. Contact Testing Services at [testing@siu.edu](mailto:testing@siu.edu); 618/453-6003; or **testingservices.siu.edu**.

# ONLINE RESOURCES

VISIT THE FOLLOWING AREAS FOR THE MOST CURRENT INFORMATION

## **Your personal records: [salukinet.siu.edu](http://salukinet.siu.edu)**

Access to information including: grade reports, unofficial transcripts, personal class schedules, financial aid, bursar and billing information and Web registration.

## **Schedule of classes: [registrar.siu.edu/schedclass](http://registrar.siu.edu/schedclass)**

The online schedule of classes includes courses for upcoming semesters. This will help you plan your schedule of classes before course registration actually opens.

## **College of Business: [business.siu.edu](http://business.siu.edu)**

Stay connected with the College of Business. On the homepage, we offer the latest college news and events. We also have links to all of our academic departments and student services areas.

## **SIU: [siu.edu](http://siu.edu)**

**Siu.edu** is the place for all of your University information. Check it frequently for updates on the campus.

## **Financial Aid Office: [fao.siu.edu](http://fao.siu.edu)**

The Office of Financial Aid is the place for all things aid related- scholarships, loans, grants and student work opportunities. Every student's information and financial situation is different. Make sure to look at the website to see where you stand with your own financials.

## **Transfer credit information: [transfer.siu.edu](http://transfer.siu.edu) or [iTransfer.org](http://iTransfer.org)**

**Transfer.siu.edu** is SIU's home for all transfer student information and programs.

This includes listings of transfer course equivalencies from community colleges and other Universities.

**iTransfer.org** is the State of Illinois transfer program, in which SIU participates. iTransfer is the hub for transfer information between colleges and Universities in the state.

## **University Core Curriculum: [corecurriculum.siu.edu](http://corecurriculum.siu.edu)**

The University Core (or generals) is required for all SIU students. Business students have some specific core classes which they should elect to take to meet both the University Core requirements and the Business Core Curriculum requirements.

## **Student Rights and Responsibilities: [srr.siu.edu](http://srr.siu.edu)**

All SIU students should conduct themselves in a manner which promotes accountability and civility. The Office of Student Rights and Responsibilities houses the Student Code of Conduct and other resources for students and parents.

## Other questions?

Contact the Undergrad Advisement Office at 618/536-4431 or [advisement@business.siu.edu](mailto:advisement@business.siu.edu), or visit [business.siu.edu/services](http://business.siu.edu/services).

## PERSONAL ADDRESS INFORMATION

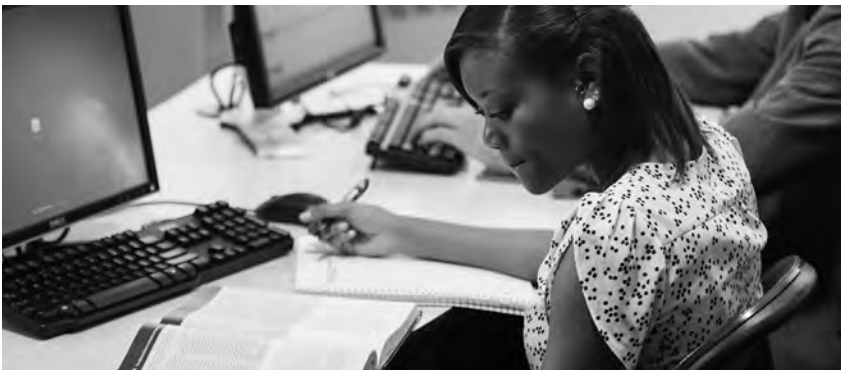
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The University's Student Information System can maintain several address listings for students, for a variety of purposes. It is important to keep these up to date for official communications from the University:

**Local address** - The local address is the primary address to which University correspondence is directed while classes are in session. You can update address information on 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. It is also used by the University to direct correspondence if the local address is missing.

**SIU email address** - SIU requires students to have an [siu.edu](http://siu.edu) email address. It is the official means of communication. Notices like course cancelations, scholarship notifications and account balances will be sent to your SIU email. Please check your email daily for communications and announcements. You may set up the email account to be forwarded to another account such as Hotmail or Gmail, etc.



# NETWORK ID AND SIU.EDU EMAIL SET UP INSTRUCTIONS

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

You will need a network ID to access technical services/features at SIU.

1. Go to: **netid.siu.edu**
2. Claim your Network ID by clicking on the “Claim Account with Dawgtag Number” button and follow the instructions.

## **To set up your SIU email address:**

1. Return to: **netid.siu.edu**
2. Login and follow the instructions to create an siu.edu email address.

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

1. Use any Web browser and go to **office.siu.edu** and follow the on screen instructions.
2. If accessing email through another application, such as Outlook or a phone, go to **helpdesk.siu.edu** for instructions.

## **Student Computer Network and Wi-Fi Access**

The College of Business and the SIU campus have Wi-Fi available. You must have an SIU Network ID created before you will be able to access SalukiNet, SIU Online, email, Computer Learning Center computers, Morris Library computers and wireless networking.

More information on Network IDs and availability of other information technology can be found at: **oit.siu.edu**.

Wireless access instructions for various devices can be found at:  
**wireless.it.siu.edu/indoor**.

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

# REGISTRATION

All students in the College of Business may complete the entire advisement and course registration process in the college's Undergrad Advisement Office, Rehn 121 or even via email or phone appointments. All students must contact the Undergrad Advisement Office to receive their RUN (registration user number) each semester in order to register for classes.

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**

Advisement appointments may be scheduled up to two weeks in advance with an advisor. Please contact us at 618/536-4431 or email at [advisement@business.siu.edu](mailto:advisement@business.siu.edu). When contacting us, please be prepared to provide your Dawgtag number and your preferred day/time of appointment.

If for any reason you cannot keep your required appointment, please contact us to reschedule.

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

## **Semester Registration Calendar**

This is your guide for important dates and deadlines. Follow this timeline each semester for registration, course section changes, course adds and drops and advisement for future semesters.

### **Week One**

Registration and registration changes

1. Only walk-in advisement appointments are available.
2. If unable to register for a course, students may need to see an advisor for an override.



## Week Two

1. Course section changes will be processed in Rehn 121 – with instructor and chairperson’s approval via the Course Registration Form (CRF). Salukinet registration is not available.
2. Other registration changes:
  - a) Course adds will be considered only with the approval of the instructor and chairperson. Please pick up and complete a CRF 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. Other course drop deadlines may be shorter. Please consult the Registrar’s registration calendar at: [registrar.siu.edu/calendars/registration.html](http://registrar.siu.edu/calendars/registration.html) for more information.

## Week Three - Week Ten

1. Drops without refund to avoid a grade must be processed by the end of week ten for full semester courses.
2. Adds will be considered only with the approval of the instructor, chairperson, and the chief academic advisor.

## Week Four

Advisement for future semesters. Plan early for the next semester. Avoid the rush – see your advisor now. Advisement continues through the Advanced Registration period. Pick up a registration calendar at Rehn 121 for dates or look at the Registrar’s online calendar at: [registrar.siu.edu/calendars/registration.html](http://registrar.siu.edu/calendars/registration.html)

## Week Eleven and After

1. Course drops are no longer possible at this time. The grade earned in the class will appear on your transcript.
2. Registration for the next semester. Summer, fall and spring registration may be completed through SalukiNet. You must contact the Undergrad Advisement Office to get your RUN number for registration.

## Special Appointments

If you would like an in-person appointment, but you are unable to come in during regular business hours, please contact the chief academic advisor at 618/536-4431 or [advisement@business.siu.edu](mailto:advisement@business.siu.edu).

## Telephone and Email

Ideally, advisement is conducted in person; however, email or phone appointments are available.

## 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 Student Degree Posting Sheet, on page 48, and update it with all of your successfully completed courses and review it 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 scheduling time to work when developing course schedules.



## **Course Registration Process**

It is recommended that you register for courses as soon as you possibly can, based on the registration schedule. Ideally, no later than the end of the prior semester to the term in which you are registering.

1. Prior to registering, access SalukiNet for information on registration eligibility. Register for classes using SalukiNet.
2. If at the time of the advisement/registration appointment it is discovered that you have a hold on your registration from Admissions, Records, Bursar, Morris Library, Parking, Housing, Health Service or some other area, you will need to go to that office to resolve the problem before you can complete registration. This includes prepayment of tuition.
3. 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 at Rehn 121. Signed forms must be returned to Rehn 121 in order for overrides to be placed in the system. Forms should be processed in 1-2 business days. Once the override is in place, you should be able to add the course via Salukinet.
4. After the registration process is complete, be sure to check your schedule for accuracy.

## **Registration Changes**

If you need to change your schedule, it is called a registration change. Changes can be processed at Rehn 121 using a registration form or through Salukinet as available. Before seeing your advisor or processing the change, check for time conflicts and prerequisite compliance in the 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. You will then need 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, [withdraw@siu.edu](mailto:withdraw@siu.edu), Room 251 in the Student Services Building, 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 [fao@siu.edu](mailto:fao@siu.edu), 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 SIU Extended Campus**

1. 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 12th week of the semester. Drop deadlines follow same timelines as those for on-campus sections.
2. 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.
3. All online business courses are identified by a 940 section.



**For late adds, fill out the registration form as follows:**

1. Fill in the term, your SIU Dawgtag number, 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., 63314) indicates MATH 139 section 001 for the Fall 2015 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 audit (AU) or pass/fail (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.

## COURSE REGISTRATION ON SALUKINET

There are many terms associated with course registration, some of which are unique to SIU. Here is a quick list of the most common terms you may hear or see when registering for courses. If you have other questions, please do not hesitate to contact the Undergrad Advisement Office.

Online registration instructions are available at: [registrar.siu.edu/pdf/registration.pdf](http://registrar.siu.edu/pdf/registration.pdf).

**CRN (course registration number):** The 5-digit Course Registration Number assigned to a class section. This is a quick course reference number. If you have a course's CRN, you can just type that into Salukinet and pull up that particular course section, without searching through the rest of the sections of that course.

**Variable (credit) hours:** Some courses can be taken for a variable number of semester credit hours, generally 1-6 hours. Check with your advisor to make sure that you have the correct number to enter.

**Grade mode:** Enter the appropriate code if you are taking a class for anything other than regular credit e.g. auditing.

**Course restriction override permit:** Some courses will be "closed" for registration or will have a "prerequisite" restriction other than class/college/major. These restrictions will prevent you from registering for these courses. Only under special circumstances, instructors and/or department chairs can provide permission for you to register for the class. Permission is given on a hard copy of a Course Restriction Form (CRF), which is provided by your advisor.

**Prerequisites:** Some courses have prerequisite requirements, which must be completed prior to enrollment. For example, ACCT 220 must be taken before ACCT 230.

**(Course) section search:** If the section you request is not available, you will be offered a list of alternative sections.

**Add/Drop courses:** After you have registered, you may access Salukinet 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 (e.g. full time course load for your parent's health insurance). Dropped courses may be processed through Salukinet as the system permits.

You may add courses up to the end of the first week of class using Salukinet. After that, any course additions must be done via the Undergrad Advisement and Registrar's Offices.

For most classes, which are 16 weeks in length, the deadline to drop a course is at the end of the 10th week. Check the registration calendar at: [registrar.siu.edu/calendars/registration.html](http://registrar.siu.edu/calendars/registration.html) for updated information.

Please note, that in order to access the add/drop feature of Salukinet, you must not have a registration hold on your account.

Course registrations and schedule accuracy are solely your responsibility. Advisors cannot access your schedule to add/drop classes for you. Please double check that your schedule is correct whenever you make changes. Unfortunately, omissions and oversight errors are not taken into account for refunds or any other special circumstances.



## UNIVERSITY CORE CURRICULUM FOR COLLEGE OF BUSINESS

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All SIU students must complete the University Core Curriculum, or general education, as part of their undergraduate degree. Each college at the University has college and/or major courses which may be used to complete the "core" or "UCC." Following the guide will help you have the most efficient path to graduation. Questions should be directed to your advisor.

### University Core Curriculum effective Summer 2014

#### Total Core Curriculum = 39-41 semester hours

*You must take the College of Business required courses. If you elect to take other classes, or have other classes in an area, you are still responsible to meet the college requirements. You must have the total number of hours in each section and the courses required by the University/college.*

#### I. *Foundation Skills* (13-15 hrs.)

Hrs.

##### Area

→	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
→	CMST 101	Intro to Oral Communication	3
→	*UCOL 101	Foundations of Inquiry (101B preferred)	1-3

#### **\*Cross-listed with other UCOL 101 sections**

→ *Denotes College of Business requirement*



## **II. Disciplinary Studies (23 hrs.) Area**

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### **FINE ARTS – (One course: 3 hrs.) Area**

	AD 100A	Foundation Studio A	3
	AD 100B	Foundation Studio B	3
	AD 101	Intro to Visual Culture	3
	ARC 314I	Expressions in Architecture	3
	CP 101	Film History and 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 and Francophone Countries	3
	FL 200B	Masterpieces of World Lit.: Germany, Switzerland, and Austria	3
	FL 200C	Masterpieces of World Lit.: Spain	3
	HIST 201	Art, Music and 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.) Area**

	BIOL 202	Human Genetics and 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 and Chronic Disorders	3

**COLLEGE OF BUSINESS**  
**University Core Curriculum effective Summer 2014 (144)**

**HUMANITIES - (Two courses: 6 hrs.) Area**

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 and 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 of the Modern World	3
GEOL 329I	Geomythology	3
GER 101A	German Language and Culture I	3
GER 101B	German Language and Culture II	3
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 and 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 and the Arts	3
PHIL 307I	Philosophy of Science, Nature and Technology	3
PHIL 309I	Philosophy of Peace, Law and Justice	3

**COLLEGE OF BUSINESS**  
**University Core Curriculum effective Summer 2014 (144)**

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

	CHEM 106	Chemistry and Society	3
	GEOG 104	Weather, Climate, and Society	3
	GEOG 303I	Physical Geography of the Americas	3
	GEOG 310I	Digital Earth: Geospatial Techniques	3
	GEOL 111 and GEOL 112	Geology and the Environment (Lecture) and Geology and the Environment (Lab)	2 1
	GEOL 121 and GEOL 124	History of the Earth (Lecture) and History of the Earth (Lab)	2 1
	GEOL 122 and GEOL 123	Natural Hazards and Catastrophes (Lecture) and Natural Hazards and Catastrophes (Lab)	2 1
	GEOL 128 and GEOL 129	The Dinosaur World and 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.) Area**

	ANTH 240A	Human Biology: An Intro to Biological Anthropology	3
	PLB 115 / ZOO 115	General Biology	3
	PLB 117	Plants and Society	3
	PLB 301I	Environmental Issues	3

**SOCIAL SCIENCE – (Take these 2 courses: 6 hrs.) Area**

	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

## MULTICULTURAL/DIVERSITY – (One course: 3 hrs.) Area

AD 227 / AFR 227	History of African American Art	3
AD 267	Picturing Difference: Native, African, and European Americans in American Art	3
AD 3071/ WGSS 3071	Women in Visual Arts: Social and Educational Contexts	3
AD 3171	Contemporary Native American Art: Anthropological Perspective	3
AFR 215	Black American Experience in a Pluralistic Society	3
AFR 3031 / MUS 3031	Women, Blues and Literature	3
ANTH 202	America's Diverse Cultures	3
ANTH 204	Anthropology of Latino Cultures	3
CCJ 203	Crime, Justice and Social Diversity	3
CMST 201	Performing Culture	3
CMST 301I	Communication Across Cultures	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
KIN 210	Diversity in American Sport	3
LING 201	Language Diversity in the United States	3
LING 320I / WGSS 320I	Language, Gender and Power	3
MCMA 204	Alternative Media in a Diverse Society	3
MUS 203	Diversity and Popular Music in Am. Culture	3
PHIL 210	The American Mind	3
PHIL 211	Philosophy and Diversity: Gender, Race and Class	3
PHIL 308I	Asian Religions: A Philosophical Approach	3
POLS 215	Politics of Diversity in the United States	3
POLS 352I	Ethnicity, Nationalism and Culture	3
PSYC 223	Diversity in the Workplace	3
PSYC 233 / WGSS 233	Psychology of Gender in a Diverse Context	3
SOC 215	Race and Ethnic Relations in the United States	3
SOC 223 / WGSS 223	Women and Men in Contemporary Society	3
SOC 304I	Global Perspectives on the Family	3
WGSS 201	Multicultural Perspectives on Women, Gender and Sexuality	3
WGSS 301I	Women in Science, Engineering and Technology	3

**TOTAL CORE CURRICULUM = 39-41 semester hours**

## ADVANCED UNIVERSITY CORE CURRICULUM COURSE SUBSTITUTIONS (As it applies to College of Business students)

The following courses for the major have been approved for the University Core Curriculum requirement. With the exception of approved University Honors courses, a maximum of 12 semester hours of approved advanced coursework may be accepted for University Core Curriculum credit. In no case does an Advanced Core course satisfy more credit hours than the credit hours allowed in a comparable University Curriculum Core course. Nor can a single course satisfy more than one Core requirement. Students should consult their academic advisors concerning any prerequisite for these courses.

University Core	*Approved Advanced Core (choose one or sequence if necessary)
AD 207A	AD 358 or 368
CHEM 106	CHEM 140A; 200 and 201; 200H and 201
DH 298	DH 417
ECON 113/114	ECON 240, 241, or ABE 204
ENGL 101 / ENGL 102	Minimum C grade in ENGL 120H (effective SU 09)
ENGL 205	AFR 325; EDUC 311; ENGL 225; ENGL 325; WGSS 225
GEOL 111 / GEOL 112	GEOL 220 and GEOL 223; 221 and 224; 222 and 223; <b>(GEOL 113 may substitute for any of the lab sections)</b>
HIST 101A / HIST 101B	HIST 207
HIST 110	EDUC 314, HIST301
HIST 202	HIST 300, 368
KIN 101	KIN 201
MUS 103	MUS 357A or 357B
PHIL 102	CLAS 304; PHIL 304; 305A or 305B
PHIL 104	PHIL 340
PHSL 201	AH 241; PHSL 310
PHYS 101 / PHYS 103	PHYS 203A and PHYS 253A; 203B and 253B; 205A and 255A; 205B and 255B; 305 and 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 and 232; ID 333 and 334
Science Group 1	SCI 210A
Science Group 2	PHSL 201 and 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 hours of approved advanced coursework may be accepted for University Core Curriculum credit, with the exception of approved University Honors courses.

**COLLEGE OF BUSINESS**  
**Effective Summer 2014 (144)**

**PROFESSIONAL BUSINESS CORE - 45 HOURS**

**Required of ALL Business majors**

*(41 HOURS OF BUSINESS PREFIX COURSES)*

<b>COURSE</b>	<b>HRS</b>	<b>TITLE</b>	<b>NOTES</b>	<b>PREREQUISITE(S)</b>
MATH 139	(3)	Finite Math		C min in MATH 108
MATH 140	4	Short Course in Calculus		C min in MATH 108
ENGL 291	3	Intern. Technical Writing	4	ENGL 101 and ENGL 102; or ENGL 120H
BUS 302	2	Business Career Transitions	2	None: (ENGL 291 strongly recommended)
ACCT/FIN/MGMT 208	3	Business Data Analysis (Statistics)	1	MATH 139
ACCT 220	3	Accounting I	1	Sophomore Status
ACCT 230	3	Accounting II	1	ACCT 220; Sophomore Status
ECON 241	(3)	Intro to Macroeconomics		Satisfy SIU Math Req.
ECON 240	3	Intro to Microeconomics		Satisfy SIU Math Req.
FIN 270	3	Legal and Social Environment	3	Sophomore Status
FIN 330	3	Intro to Finance	1, 2	ACCT 220, ACCT 230, ECON 240, MATH 139, MATH 140, ACCT/FIN/MGMT 208
MGMT 304	3	Intro to Management	1, 2	None
MGMT 318	3	Production-Operations Management	1, 2	MATH 139 or MATH 140; ACCT/FIN/MGMT 208
MGMT 345	3	Computer Info Systems	1, 2	None
MKTG 304	3	Marketing Management	1, 2	None
MGMT 481	3	Administrative Policy		MGMT 304, 318, FIN 330, MKTG 304, Senior Status
300-400 level CoB elective	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 and 400 level College of Business (CoB) courses are restricted to College of Business juniors and seniors.
3. The combination of FIN 280 and 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 OF ABBREVIATIONS AND TERMS

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### Abbreviations and Terms

- **300-400 level College of Business (CoB) elective** - any 300-400 level course titled ACCT, FIN, MGMT or MKTG
- **Business-prefix courses** - courses designated with these headings: ACCT, BUS, ECON, FIN, MGMT, MKTG
- **GPA** - grade point average
- **GR** - grade
- **HRS** - semester hours
- **Sophomore status** - 26-55 hours passed
- **Junior status** - 56-85 hours passed
- **Senior status** - 86 or more hours passed

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 AND GPA REQUIREMENTS FOR SPECIFIC MAJORS

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

**Business Economics:** Students majoring in business economics must earn a minimum grade of C in FIN 330.

**Finance:** Students majoring in finance must earn a minimum grade of C in ACCT 220, ACCT 230 and FIN 330.

**Management:** Students majoring in management must earn a minimum grade of C in ACCT/FIN/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/FIN/MGMT 208.

## COLLEGE OF BUSINESS (144) ACCOUNTING (ACCT)

### MAJOR REQUIREMENTS – 30 HOURS

COURSE	TITLE	PREREQUISITE(S)
ACCT 321	Intermediate Accounting I	C min in ACCT 220 and 230; MATH 140
ACCT 322	Intermediate Accounting II	C min in ACCT 321; MATH 140
ACCT 331	Cost Accounting	C min in ACCT 220 and 230; MATH 139, MATH 140; ACCT/FIN/MGMT 208
ACCT 341	Introduction to Taxation	C min in ACCT 220 and 230; ACCT major or minor
*ACCT 360	Accounting Systems Operations	C min in MGMT 345
ACCT 421	Advanced Accounting	C min in ACCT 322; ACCT major or minor
ACCT 431	Advanced Cost Accounting	C min in ACCT 331; ACCT major or minor
ACCT 441	Advanced Tax	C min in ACCT 341; ACCT major or minor
ACCT 460	Auditing	C min in ACCT 322; ACCT major or minor

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

#### Select ONE course from the following:

#### Projected offerings:

COURSE	TITLE	PREREQUISITES	Summer	Fall	Spring
ACCT 411	Entrp. Networks and Communication	C min in MGMT 345	VARIES		
ACCT 465	Internal Auditing	ACCT major or minor		X	
ACCT 468	Forensic Accounting	ACCT major or minor			X
ACCT 471	Government and 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

**Notes:** All 300 and 400 level College of Business (CoB) courses are restricted to CoB juniors and seniors. Select summer courses may only be offered online.



**ACCOUNTING**  
**(Bachelor of Science)**  
[business.siu.edu/academics/dept/accounting](http://business.siu.edu/academics/dept/accounting)

Dr. Royce Burnett, Director  
 232 Henry J. Rehn Hall  
 Telephone: 618/453-2289

Accounting is the process of identifying, measuring, and communicating economic data so that sound business judgments and decisions can be made.

The B.S. degree program with a major in accounting meets the objectives of students considering professional positions as certified public accountants or as members of industry or government management teams. To sit for the CPA exam in Illinois, 150 hours of college credit are required. Building on fundamental knowledge developed in core courses and a restricted set of electives, students can select from a variety of other courses to gain in-depth knowledge about their particular areas of interest.

**Accounting Suggested Curricular Guide**

*NOTE: A sample curriculum follows. For specific degree requirements consult the current SIU Carbondale Undergraduate Catalog available at: [registrar.siu.edu/catalog/undergraduatematerial.html](http://registrar.siu.edu/catalog/undergraduatematerial.html).*

<b>First Year</b>		<b>Fall</b>	<b>Spring</b>
UCOL 101B	Foundations of Inquiry for Business	3	-
ENGL 101, 102	Composition I and II	3	3
Select	UCC Science	3	3
PSYC 102/SOC 108	Introduction to Psychology or Introduction to Sociology	-	3
Select	UCC Human Health	-	2
CMST 101	Intro to Oral Communication	3	-
MATH 139, 140	Finite Mathematics and Short Course in Calculus	3	4
<b>Total Hours</b>		<b>15</b>	<b>15</b>
<b>Second Year</b>		<b>Fall</b>	<b>Spring</b>
ACCT 220, 230	Financial Accounting and Managerial Accounting	3	3
ECON 241, 240	Introduction to Macro and Microeconomics	3	3
ACCT/FIN/MGMT 208	Business Data Analysis	3	-
Select	UCC Humanities	3	3
ENGL 291	Intermediate Technical Writing	-	3
Select	UCC Fine Arts	3	-
Select	UCC Integrative Studies	-	3
<b>Total Hours</b>		<b>15</b>	<b>15</b>

<b>Third Year</b>		<b>Fall</b>	<b>Spring</b>
ACCT 321, 322	Intermediate Accounting I <i>and</i> Intermediate Accounting II	3	3
ACCT 331, 341	Cost Accounting <i>and</i> Intro to Taxation	3	3
MGMT 304	Introduction to Management	-	3
FIN 330	Introduction to Finance	3	-
ACCT 360	Accounting Systems Operations	3	-
FIN 280	Business Law I <sub>2</sub>	-	3
MGMT 345	Computer Information Systems	3	-
BUS 302	Business Career Transitions	-	2
Select	Approved Elective <sub>1</sub>	-	1
<b>Total Hours</b>		15	15
<b>Fourth Year</b>		<b>Fall</b>	<b>Spring</b>
MKTG 304	Marketing Management	3	-
ACCT 421	Advanced Accounting	3	-
ACCT 431, 441	Advanced Cost <i>and</i> Advanced Tax	3	3
ACCT 411/465/468/ 471/495	Enterprise Networks and Communication, Internal Auditing, Forensic Accounting, Governmental and Not for Profit, Internship	-	3
MGMT 318, 481	Production-Operations Management <i>and</i> Administrative Policy	3	3
FIN 380	Business Law II <sub>2</sub>	3	-
Select	300-400 CoB elective	-	3
ACCT 460	Auditing	-	3
<b>Total Hours</b>		15	15

1 120 semester hours are required for graduation. Approved electives should be selected in consultation with the academic advisor to meet this requirement.

2 The combination of Finance 280 (Business Law I) and Finance 380 (Business Law II) is highly recommended for all students planning to sit for the CPA exam.

## Accounting as a Major

It is strongly recommended that the courses listed above for the first two years be completed before the junior year. Many of these courses are prerequisites to later requirements. The school is accredited by The Association to Advance Collegiate Schools of Business International and is a member of the Federation of Schools of Accountancy. A 2.00 GPA in SIU Carbondale accounting courses is required for graduation. A C or better is required in all upper-division accounting courses. Accounting courses may be taken only two times; a student only has two attempts to pass the course.

Graduate degrees available: Master of Accountancy (M. Acct.), Doctor of Philosophy in Business Administration (Ph.D.).

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

### MAJOR REQUIREMENTS – 21 HOURS

COURSE	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 and Capital Budgeting	C min in FIN 361 or concurrent enrollment

### Select three courses from the following: (two must be ECON)

### Projected offerings:

COURSE	TITLE	PREREQUISITES	Summer	Fall	Spring
ACCT 321	Intermediate Accounting I	C min in ACCT 220 and 230; MATH 140		X	X
ACCT 331	Cost Accounting	C min in ACCT 220 and 230; MATH 139, MATH 140; ACCT/ FIN/MGMT 208		X	X
ACCT 471	Government and Not for Profit Accounting	C min in ACCT 321; ACCT major or minor	X		
ECON 310	Labor Problems	ECON 240	VARIES		
ECON 315	Money and Banking	ECON 241		X	
ECON 329	Intro Inter Econ	ECON 241 and 240		X	
ECON 330	Public Finance	ECON 240	VARIES		
ECON 350	Law and Economics	ECON 240			X
ECON 416	Financial Economics	ECON 241			X
ECON 429	International Trade and Finance	ECON 340 and 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	
MGMT 352	Management Science	C min in ACCT/FIN/MGMT 208 and MGMT 318; MATH 139,140		X	
MKTG 390	Marketing Research and Analysis	C min in ACCT/FIN/MGMT 208 and MKTG 304; MATH 139		X	X
MKTG 435	International Marketing	C min in MKTG 304	X		X

**Note:** All 300 and 400 level College of Business (CoB) courses are restricted to CoB juniors and seniors. Select summer courses may only be offered online.

**BUSINESS ECONOMICS**  
**(Bachelor of Science)**  
**business.siu.edu/academics/dept/finance**

Dr. Mark A. Peterson, Chairperson  
 Department of Finance  
 134A Henry J. Rehn Hall  
 Telephone: 618/453-2459

The B.S. degree program in business economics meets the objectives of students interested in general preparation for future managerial and staff assignments in a variety of business and public organizations. The business economics major emphasizes the application of economic concepts and the use of critical analysis in the solution of economic and managerial problems. Students who propose professional careers as business and managerial economists are advised to complete one to four years of postgraduate study.

**Business Economics Suggested Curricular Guide**

*NOTE: A sample curriculum follows. For specific degree requirements consult the current SIU Carbondale Undergraduate Catalog available at: [registrar.siu.edu/catalog/undergraduatecatalog.html](http://registrar.siu.edu/catalog/undergraduatecatalog.html).*

<b>First Year</b>		<b>Fall</b>	<b>Spring</b>
UCOL 101, Select	Foundations of Inquiry for Business <i>and</i> UCC Fine Arts	3	3
ENGL 101, 102	Composition I <i>and</i> II	3	3
Select	UCC Science	3	3
PSYC 102/SOC 108	Introduction to Psychology <i>or</i> Introduction to Sociology	3	-
Select	UCC Human Health	-	2
MATH 108, 140	College Algebra or Approved Elective <sub>1</sub> <i>and</i> Short Course in Calculus	3	4
<b>Total Hours</b>		15	15
<b>Second Year</b>		<b>Fall</b>	<b>Spring</b>
ACCT 220, 230	Financial Accounting <i>and</i> Managerial Accounting	3	3
ECON 241, 240	Introduction to Macro <i>and</i> Microeconomics	3	3
ACCT/FIN/MGMT 208	Business Data Analysis	-	3
FIN 270	The Legal and Social Environment <sub>2</sub>	-	3
Select	UCC Humanities	3	-
CMST 101, ENGL 291	Intro to Oral Communication <i>and</i> Intermediate Technical Writing	3	3
MATH 139	Finite Mathematics	3	-
<b>Total Hours</b>		15	15

<b>Third Year</b>		<b>Fall</b>	<b>Spring</b>
MGMT 304, 345	Introduction to Management <i>and</i> Computer Information Systems	3	3
ECON 340, 341	Intermediate Micro <i>and</i> Macroeconomics	3	3
FIN 330, 361	Introduction to Finance <i>and</i> Management of Business Finance	3	3
MKTG 304, BUS 302	Marketing Management <i>and</i> Business Career Transitions	3	2
Select	UCC Humanities <i>and</i> UCC Integrative Studies	3	3
Select	Approved Elective:	-	2
<b>Total Hours</b>		15	16
<b>Fourth Year</b>		<b>Fall</b>	<b>Spring</b>
MGMT 318	Production-Operations Management	3	-
Select, MGMT 481	300-400 CoB elective <i>and</i> Administrative Policy	3	3
ECON	Approved economics course:	3	3
FIN 462/463	Working Capital Management <i>or</i> Forecasting and Capital Budgeting	-	3
Select	Major option:	3	-
Select	Approved elective:	3	5
<b>Total Hours</b>		15	14

1 120 semester hours are required for graduation. Approved electives should be selected in consultation with academic advisor to meet this requirement.

2 The combination of Finance 280 (Business Law I) and Finance 380 (Business Law II) is highly recommended for accounting majors.

3 Major option or major specialization.

## **Business Economics as a Major**

It is strongly recommended that the courses listed above for the first two years be completed before the junior year, because many of them are prerequisites to later requirements. The Association to Advance Collegiate Schools of Business International accredits the business economics program.

Graduate degrees available: Master of Business Administration (M.B.A.), Master of Accountancy (M.Acc.) and Doctor of Philosophy in Business Administration (Ph.D.).

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

### MAJOR REQUIREMENTS - 27 HOURS

COURSE	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 and 230; MATH 140
	Cost Accounting	C min in ACCT 220 and 230; MATH 139, MATH 140, ACCT/ FIN/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	TITLE	PREREQUISITES	Summer	Fall	Spring
FIN 320	Real Estate			ONLINE	
FIN 322	Real Estate Appraisal				ONLINE
FIN 432	Options and Future Markets	C min in FIN 331; C min in 361 or Concurrent Enrollment		X	
FIN 433	Portfolio Theory and 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 and 341			X
FIN 462	Working Capital Management	C min in FIN 361 or concurrent enrollment		X	X
FIN 463	Forecasting and Capital Budgeting	C min in FIN 361 or concurrent enrollment			X
FIN 464	International Financial Mgmt	C min in FIN 361 or concurrent enrollment		X	
FIN 469	Financial Analysis and Security Valuation	C min in FIN 361		X	VARIES
FIN 495	Internship	Department approval	X	X	X

**Notes:** All 300 and 400 level College of Business (CoB) courses are restricted to CoB juniors and seniors. Select summer courses may only be offered online.

## FINANCE

**Management Option, Institutions Option,  
Investments Option  
(Bachelor of Science)  
[business.siu.edu/academics/dept/finance](http://business.siu.edu/academics/dept/finance)**

Dr. Mark A. Peterson,  
Chairperson  
Department of Finance  
134A Henry J. Rehn Hall  
Telephone: 618/453-2459

Finance is the acquisition, management and financing of resources, with due regard to market prices, for firms and individuals. Within a firm, financial considerations drive the central decisions about research, engineering, production and marketing. In governmental activities, sophisticated financial techniques are becoming increasingly important. The financial executive plays a key role in the successful management of both business and governmental operations.

### Finance Suggested Curricular Guide

*NOTE: A sample curriculum follows. For specific degree requirements consult the current SIU Carbondale Undergraduate Catalog available at: [registrar.siu.edu/catalog/undergraduatecatalog.html](http://registrar.siu.edu/catalog/undergraduatecatalog.html).*

<b>First Year</b>		<b>Fall</b>	<b>Spring</b>
UCOL 101	Foundations of Inquiry for Business	3	-
ENGL 101, 102	Composition I and II	3	3
Select	UCC Science	3	3
Select	UCC Fine Arts and UCC Human Health	3	2
PSYC 102/SOC 108	Introduction to Psychology or Introduction to Sociology	-	3
MATH 108, 140	College Algebra or Approved Elective; and Short Course in Calculus	3	4
<b>Total Hours</b>		15	15
<b>Second Year</b>		<b>Fall</b>	<b>Spring</b>
ACCT 220, 230	Financial Accounting and Managerial Accounting	3	3
ECON 241, 240	Introduction to Macro and Microeconomics	3	3
ACCT/FIN/MGMT 208	Business Data Analysis	-	3
ENGL 291	Intermediate Technical Writing	3	-
Select	UCC Humanities	-	3
CMST 101, FIN 270	Intro to Oral Communication and The Legal and Social Environment <sub>2</sub>	3	3
MATH 139	Finite Mathematics	3	-
<b>Total Hours</b>		15	15

<b>Third Year</b>		<b>Fall</b>	<b>Spring</b>
Select, MGMT 304	UCC Humanities <i>and</i> Introduction to Management	3	3
FIN 330, 331	Introduction to Finance <i>and</i> Investments	3	3
FIN 341, 361	Financial Markets <i>and</i> Management of Business Finance	-	6
MKTG 304, BUS 302	Marketing Management and Business Career Transitions	3	2
Select	UCC Integrative Studies <i>and</i> Approved Elective <sub>1</sub>	3	2
ACCT 321/331	Intermediate Accounting I <i>or</i> Cost Accounting	3	-
<b>Total Hours</b>		15	16
<b>Fourth Year</b>		<b>Fall</b>	<b>Spring</b>
MGMT 318	Production-Operations Management	3	-
MGMT 481	Administrative Policy	-	3
FIN <sub>2</sub>	Major option <i>or</i> specialization	9	6
Select	Approved electives <sub>1</sub>	-	2
MGMT 345	Management Information System	3	-
Select	300-400 CoB elective	-	3
<b>Total Hours</b>		15	14

- 1 120 semester hours are required for graduation. Approved electives should be selected in consultation with the academic advisor to meet this requirement.
- 2 The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270 and is highly recommended for Accounting majors.
- 3 Major option or major specialization.

## Finance as a Major

Finance majors must earn a minimum grade of C in each of the courses taken to satisfy the requirements for the finance major AND earn a minimum 2.0 GPA for those major courses. It is strongly recommended that the courses listed above for the first two years be completed before the junior year. Many of these courses are prerequisites to later requirements. The department is accredited by the Association to Advance Collegiate Schools of Business International.

Graduate degrees available: Master of Business Administration (M.B.A.), Master of Accountancy (M.Acc.) and Doctor of Philosophy in Business Administration (Ph.D.).



**COLLEGE OF BUSINESS (124)  
MANAGEMENT (MGMT)  
FIRST – THIRD SPECIALIZATIONS**

**MAJOR REQUIREMENTS - 21 HOURS**

COURSE	TITLE	PREREQUISITE(S)
MGMT 341	Organizational Behavior	C min in ACCT/FIN/MGMT 208 and 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 and select ONE of: MGMT 422, 431, 495

**3. GLOBAL E-BUSINESS (select FOUR):** MGMT 360, 362, 411, 421, 422, 456, 495

**Projected offerings:**

COURSE	TITLE	PREREQUISITES	Summer	Fall	Spring
FIN 350	Small Business Financing	ACCT 220 and 230; ECON 240	ONLINE ONLY		
MGMT 350	Small Business Mgmt		X	X	
MGMT 352	Management Science	C min in ACCT/FIN/MGMT 208, MGMT 318 and MGMT 345; MATH 139 and 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 and Human Resource Mgmt	C min in ACCT/FIN/MGMT 208 and MGMT 304; MATH 139	X	X	X
MGMT 411	Enterprise Networks and Communications	C min in MGMT 345	VARIES		
MGMT 421	Information System Analysis and Design	C min in MGMT 360			X
MGMT 422	Business Systems Development	C min in MGMT 360			X
MGMT 431	Organizational Design and Structures	C min in MGMT 341		X	X
MGMT 446	Leadership and 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 and 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>					

**Notes:** All 300 and 400 level College of Business (CoB) courses are restricted to CoB juniors and seniors. Select summer courses may only be offered online.

**COLLEGE OF BUSINESS (124)  
MANAGEMENT (MGMT)  
FOURTH – SIXTH SPECIALIZATIONS**

**MAJOR REQUIREMENTS - 21 HOURS**

COURSE	TITLE	PREREQUISITE(S)
MGMT 341	Organizational Behavior	C min in ACCT/FIN/MGMT 208 and 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

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

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

**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	TITLE	PREREQUISITES	Summer	Fall	Spring
HCM 360	The US Health Care System			X	X
HCM 364 (sub for 381)	Organizational Behavior and 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/FIN/MGMT 208, MGMT 318 and MGMT 345; MATH 139 and 140		X	
MGMT 385	Personnel and Human Resource Mgmt	C min in ACCT/FIN/MGMT 208 and MGMT 304; MATH 139	X	X	X
MGMT 431	Organizational Design and Structures	C min in MGMT 341		X	X
MGMT 452	Supply Chain Transp. and 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 and Development	C min in MGMT 341			X
MGMT 495	Internship	MGMT major; Dept apprvl	X	X	X
PSYCH 307	Social Psychology	PSYCH 102	X	X	X
PSYCH 420	Industrial/Organizational Psych.	PSYCH 211 or ACCT/FIN/MGMT 208	VARIES		

**Notes:** All 300 and 400 level College of Business (CoB) courses are restricted to CoB juniors and seniors. Select summer courses may only be offered online.

## MANAGEMENT

**General Management, Entrepreneurship,  
Global e-Business, Supply Chain Management,  
Personnel Management, Management of  
Health Care Enterprises  
(Bachelor of Science)**

**[business.siu.edu/academics/dept/management](http://business.siu.edu/academics/dept/management)**

Dr. Peter P. Mykytyn, Jr.,  
Chairperson  
214 Henry J. Rehn Hall  
Telephone: 618/453-3307

Management is the process of setting overall direction and objectives for an organization and determining policies for the efficient acquisition and application of human and physical resources. Successful managers exert leadership to achieve unity, consistency and continuous improvement in performance; support efficiency and innovation; and develop and motivate personnel.

### Management Suggested Curricular Guide

*NOTE: A sample curriculum follows. For specific degree requirements consult the current SIU Carbondale Undergraduate Catalog available at: [registrar.siu.edu/catalog/undergraduatecatalog.html](http://registrar.siu.edu/catalog/undergraduatecatalog.html).*

<b>First Year</b>		<b>Fall</b>	<b>Spring</b>
Select	UCC Fine Arts., Human Health <sub>1</sub>	3	2
Select	UCC Science <sub>1</sub>	3	3
ENGL 101, 102	Composition I and II <sub>1</sub>	3	3
MATH 108, 140	College Algebra <sub>2</sub> or Approved Elective <sub>4</sub> , Short Course in Calculus	3	4
PSYC 102/SOC 108	Introduction to Psychology <sub>3,7</sub> or Introduction to Sociology <sub>3</sub>	-	3
UCOL 101	Foundations of Inquiry for Business	3	-
<b>Total Hours</b>		15	15
<b>Second Year</b>		<b>Fall</b>	<b>Spring</b>
Select, ENGL 291	UCC Humanities, Intermediate Technical	3	3
ACCT 220, 230	Financial Accounting, Managerial Accounting	3	3
CMST 101, ACCT/ FIN/MGMT 208	Intro to Oral Communication, Business Data Analysis	3	3
MATH 139, FIN 270	Finite Mathematics <sub>2</sub> , The Legal and Social Environment of Business <sub>5</sub>	3	3
ECON 241, 240	Introduction to Macro and Microeconomics	3	3
<b>Total Hours</b>		15	15

<b>Third Year</b>		<b>Fall</b>	<b>Spring</b>
BUS 302, Select	Business Career Transitions, UCC Integrative Studies <sup>1</sup>	2	3
FIN 330, MKTG 304	Introduction to Finance, Marketing Management	3	3
MGMT 304, 341	Introduction to Management, Organizational Behavior	3	3
MGMT 318	Production-Operations Management	-	3
MGMT 345, 380	Management Information Systems, Managing Information Systems	3	3
Select	UCC Humanities <sup>1</sup>	3	-
Select	Approved Elective <sup>4</sup>	2	-
<b>Total Hours</b>		<b>16</b>	<b>15</b>
<b>Fourth Year</b>		<b>Fall</b>	<b>Spring</b>
Select	300-400 CoB elective	3	-
MGMT 483, MGMT 481	Advanced Production-Operations Management, Administrative Policy	3	3
Select	Specialization <sup>6</sup>	6	6
Select	Approved electives <sup>4</sup>	3	5
<b>Total Hours</b>		<b>15</b>	<b>14</b>

1 See University Core Curriculum.

2 Fulfills a University Core Curriculum mathematics requirement.

3 Fulfills a University Core Curriculum social science requirement.

4 120 semester hours are required for graduation. Approved electives should be selected in consultation with academic advisor to meet this requirement.

5 The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270 and is highly recommended for accounting majors.

6 Major option or major specialization.

7 Personnel Management specialization should take PSYC 102.

### Third and Fourth Years

It is strongly recommended that the courses listed for the first two years be completed before the junior year. Many of these courses are prerequisites to later requirements. Declared management majors will take upper-level business courses that include the remaining core requirements and 21 semester hours in the management area.

Graduate degrees available: Master of Business Administration (M.B.A.), Master of Accountancy (M.Acc.) and Doctor of Philosophy in Business Administration (Ph.D.).

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

### MAJOR REQUIREMENTS - 24 HOURS

COURSE	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 and Analysis	C min in ACCT/FIN/MGMT 208 and MKTG 304; MATH 139
*MKTG 493	Marketing Strategy	C min in MKTG 305, 329, 363, 390

\*MKTG 390 and 493 are not offered in summer terms.

**Select THREE courses from the following:**

**Projected offerings:**

COURSE	TITLE	PREREQUISITE(S)	Summer	Fall	Spring
MKTG 336	International Business	C min in MKTG 304	X	X	X
MKTG 364	Internet Mktg and 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 and MGMT 304	X	X	X
MKTG 439	Bus to Business Mktg	C min in MKTG 304 and 329	ONLINE ONLY		
MKTG 452	Physical Distrib Mgmt	C min in MKTG 304	ONLINE ONLY		
MKTG 463	Advertising Management	C min in MKTG 304 and 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 and 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 (not 350); Dept apprvl; MKTG major; 3.0 BUS GPA and 3.4 MKTG GPA	Independent Study		

**Notes:** All 300 and 400 level College of Business (CoB) courses are restricted to College of Business juniors and seniors. Select summer courses may only be offered online.

# MARKETING

(Bachelor of Science)

[business.siu.edu/academics/dept/marketing](http://business.siu.edu/academics/dept/marketing)

Dr. Mavis Adjei, Interim Chair

229 Henry J. Rehn Hall

Telephone: 618/453-4341

Marketing is the process of conceiving, planning and executing the pricing, promotion and distribution of goods, services and ideas to create exchanges that satisfy both individual and organization objectives.

## Marketing Suggested Curricular Guide

*NOTE: A sample curriculum follows. For specific degree requirements consult the current SIU Carbondale Undergraduate Catalog on-line at: [registrar.siu.edu/catalog/undergradatecatalog.html](http://registrar.siu.edu/catalog/undergradatecatalog.html).*

<b>First Year</b>		<b>Fall</b>	<b>Spring</b>
Select	UCC Human Health <sub>1</sub> , Fine Arts <sub>1</sub>	2	3
Select	UCC Science <sub>1</sub>	3	3
ENGL 101, 102	Composition I <i>and</i> II	3	3
*MATH 140, *MATH 139	Short Course in Calculus <sub>2</sub> , Finite Mathematics <sub>2</sub>	4	3
UCOL 101	Foundations of Inquiry for Business	3	-
PSYC 102/SOC 108	Introduction to Psychology <sub>3</sub> <i>or</i> Introduction to Sociology <sub>3</sub>	-	3
<b>Total Hours</b>		<b>15</b>	<b>15</b>
<b>Second Year</b>		<b>Fall</b>	<b>Spring</b>
Select	UCC Integrative Studies <sub>1</sub> , UCC Humanities <sub>1</sub>	3	3
CMST101, ENGL 291	Introduction to Oral Communication, Intermediate Technical Writing	3	3
ACCT 220, 230	Financial Accounting, Managerial Accounting	3	3
ACCT/FIN/MGMT 208, FIN 270	Business Data Analysis, The Legal and Social Environment of Business <sub>5</sub>	3	3
ECON 241, 240	Introduction to Macro <sub>4</sub> <i>and</i> Microeconomics	3	3
<b>Total Hours</b>		<b>15</b>	<b>15</b>
<b>Third Year</b>		<b>Fall</b>	<b>Spring</b>
Select	UCC Humanities <sub>1</sub> <i>and</i> Approved Elective <sub>1</sub>	3	2
Select	300-400 CoB elective, Marketing <sub>6</sub>	3	3
FIN 330 BUS 302	Introduction to Finance, Business Career Transitions	3	2
MGMT 304, 345	Introduction to Management, Computer Information Systems	3	3
MKTG 304, 305	Marketing Management, Consumer Behavior	3	3
MKTG 390	Marketing Research and Analysis ( <i>not offered in summer</i> )	-	3
<b>Total Hours</b>		<b>15</b>	<b>16</b>

<b>Fourth Year</b>		<b>Fall</b>	<b>Spring</b>
MGMT 318, 481	Production Operations Management, Administrative Policy	3	3
MKTG 329	Marketing Channels	3	-
MKTG 363	Promotional Concepts	3	-
MKTG 493	Marketing Policies (not offered in summer)	-	3
Select	Approved electives <sup>4</sup>	3	5
Select	Marketing <sup>6</sup>	3	3
<b>Total Hours</b>		<b>15</b>	<b>14</b>

1 See University Core Curriculum.

2 Fulfills a University Core Curriculum mathematics requirement.

3 Fulfills a University Core Curriculum social science requirement.

4 120 semester hours are required for graduation. Approved electives should be selected in consultation with academic advisor to meet this requirement.

5 The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270 and is highly recommended for accounting majors.

6 Major option or major specialization.

### **Third and Fourth Years**

It is strongly recommended that the courses listed for the first two years be completed prior to the junior year. Many of these courses are prerequisites to later requirements. Declared marketing majors will take upper-level business courses that include the remaining core requirements and 24 semester hours in the marketing area.

Graduate degrees available: Master of Business Administration (M.B.A.), Master of Accountancy (M.Acc.) and Doctor of Philosophy in Business Administration (Ph.D.). The Association to Advance Collegiate Schools of Business International accredits the department.

## STUDENT DEGREE POSTING SHEET

The “Posting Sheet” is used by advisors to help you keep track of the progress you’ve made towards a degree. Mark your successfully completed courses here and you can see how many courses you have left to take!

Student Degree Posting Sheet			
COURSE	HOURS	YEAR / TERM	GRADE
<b>I. Foundation Skills (take all five – total 13-15 hours)</b>			
*ENGL 101 or LING 101	3		
*ENGL 102 or LING 102	3		
MATH 139 (sub for 113)	3		
CMST 101	3		
UCOL 101	1-3		
* = C min grade required			
<b>II. Disciplinary Studies (choose eight – total 23 hrs.)</b>			
FINE ARTS - (choose one: 3 hrs.)			
	3		
HUMAN HEALTH - (choose one: 2 hrs.)			
	2		
HUMANITIES - (choose two: 6 hrs.)			
	3		
	3		
SCIENCE - (choose two: 6 hrs.)			
GR 1	3		
GR 2	3		
SOCIAL SCIENCE - (meets CoB requirements: 6 hrs.)			
ECON 241 (sub for 113)	3		
PSYC 102 or SOC 108	3		
<b>III. Integrative Studies (choose one – total 3 hrs.)</b>			
MULTICULTURAL/DIVERSITY - (choose one: 3 hrs.)			
	3		
Approved electives (total 4-13 hrs. depending on major)			



Student Degree Posting Sheet			
COURSE	HOURS	YEAR / TERM	GRADE
<b>Professional Business Core (total 45 hrs.)</b>			
MATH 139	(3)		
MATH 140	4		
ENGL 291	3		
ACCT/FIN/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 (Total 21-30 hrs. depending on major)</b>			

**NOTES:**

Min C grade required in all major courses

Min 2.0 GPA in major

Min 2.0 GPA in all business courses

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

# 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 to members 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 its website.

**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 gain practical experience and enhance their leadership and communication skills through their participation and gain practical experience. [rso.business.siu.edu/acctsoc](http://rso.business.siu.edu/acctsoc)

**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. [rso.business.siu.edu/akpsi](http://rso.business.siu.edu/akpsi)

**American Marketing Association** is a national organization. An understanding of marketing concepts is stressed along with social interaction and community service. [rso.business.siu.edu/ama](http://rso.business.siu.edu/ama)

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

**Project Management Institute (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. PMI is a unique student organization that can benefit students of all majors across the University. For more information, contact James H. Nelson at [nelson.j@business.siu.edu](mailto:nelson.j@business.siu.edu).

**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 Carbondale. For more information, contact Michael Haywood at [haywood@business.siu.edu](mailto:haywood@business.siu.edu).

**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. [rso.business.siu.edu/bap](http://rso.business.siu.edu/bap)

**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. For more information, contact Jill Gebke at [jgebke@business.siu.edu](mailto:jgebke@business.siu.edu).

**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. [rso.business.siu.edu/bib](http://rso.business.siu.edu/bib)

**Business Leadership Council** is the coordinating organization for the College of Business student body. 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 variety of activities and service opportunities throughout the year. [rso.business.siu.edu/blc](http://rso.business.siu.edu/blc)

**The Financial Management Association** is for students interested in finance and investments. It provides its members with investment knowledge, awareness of employment opportunities and social activities. [rso.business.siu.edu/fma](http://rso.business.siu.edu/fma)

**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. For more information, contact Michael Haywood at [haywood@business.siu.edu](mailto:haywood@business.siu.edu).

### **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. For more information, contact Michael Haywood at [haywood@business.siu.edu](mailto:haywood@business.siu.edu).

**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.

**[rso.business.siu.edu/naba](http://rso.business.siu.edu/naba)**

**Phi Beta Lambda** is a student organization, open to any major 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. **[pbl.rso.siu.edu](http://pbl.rso.siu.edu)**

**Pi Sigma Epsilon** is recognized nationwide as one of the most esteemed professional fraternities available. They concentrate on improving student skills in sales and marketing, and is open to all majors. All members of the organization work together as a team to help each other with academic, as well as professional enhancement. They offer optional social activities and hold fundraisers for charitable causes as well as travel to regional and national conventions. They have excellent alumni contacts and corporate sponsors. Joining this organization will assist students in becoming more knowledgeable about the business community, the marketing profession, SIU life in general and much more. New members are recruited at the start of each semester. **[rso.business.siu.edu/pse](http://rso.business.siu.edu/pse)**

**Saluki CEO Corps** informs, supports and inspires college students to be entrepreneurial and seek opportunity through enterprise creation. Members of the 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. **[rso.business.siu.edu/salukiceo](http://rso.business.siu.edu/salukiceo)**

**Saluki Student Investment Fund** provides students at SIU with hands-on experience in portfolio management and investment research. This includes managing a portion of the SIU Foundation portfolio with a Midcap Core Strategy, as well as investing to maximize long-term capital appreciation as the group's primary objective. **[rso.business.siu.edu/ssif](http://rso.business.siu.edu/ssif)**

**Women's Business Association (WBA)** is a student organization devoted to encouraging the success of women in business. This organization is open to both men and women of all majors. 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 gain insights in different careers and industries. [rso.business.siu.edu/wba](http://rso.business.siu.edu/wba)



# COLLEGE OF BUSINESS STUDENT SERVICES

## BUSINESS PLACEMENT CENTER

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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:

- Career counseling
- Networking opportunities with employers
- On site job interviews
- Resume 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

### **Involvement Opportunities**

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 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.

## Externships and Internships

Gaining hands-on, practical experience in the work world as a supplement and complement to gaining formal education can better prepare you for a business career. In addition, many employers view experience as an advantage 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 and 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 generally a week-long volunteer, career experience during spring break. Juniors and seniors are invited to apply in the fall for this spring program. More information is available at: [sualumni.com/extern](http://sualumni.com/extern).

### 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 must apply and be accepted to the appropriate academic department's internship program. The employer must be willing to sponsor the internship for credit, the academic department must approve the internship for credit as well as provide a faculty sponsor prior to the internship commencing. Both the student and employer must meet the academic department's program activity requirements.

**Please note:** *The center has a cooperative agreement with University Career Services [UCS] in the Student Services Building 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 online at: [careerservices.siu.edu](http://careerservices.siu.edu).*

## OFFICE OF MINORITY AFFAIRS

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

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### **Tutorial Assistance**

The Office of Minority Affairs provides tutorial assistance for minority students enrolled in Accounting 220 and 230, Math 108, 139, and 140, Management 318 and Finance 330.

### **Workshops**

Survival skills workshops are available for minority students. The workshops are designed to help minority students enhance and develop their skills in time management, lecture note-taking, textbook study and test-taking. Workshops are conducted throughout the semester in small, informal groups, which meet for one session per topic.

### **Academic Coaching**

Academic coaching is offered through the Office of Minority Affairs for minority students who are concerned about or are experiencing academic difficulties or academic problems. Individual appointments are available.

### **BUS 291 (Success 101 Course)**

Success 101 is offered to make sure that minority students receive an efficient and effective introduction to the University and the 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 throughout the three-credit hour course, offered during fall semesters. Contact the Office of Minority Affairs for registration information.



## **Career Services**

The 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.

Michael Haywood, Director

haywood@business.siu.edu

119 Henry J. Rehn Hall

Telephone 618/453-7498

**[business.siu.edu/services/minority-affairs](http://business.siu.edu/services/minority-affairs)**



## SCHOLARSHIPS

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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 Financial Aid website at: **[scholarships.siu.edu](http://scholarships.siu.edu)**; typically February 1, and must be submitted online. However, this date is subject to change. Application period is typically November 1 through February 1.

Generally, awards made in the spring semester will begin in the following fall semester. Applications must be made annually. Students who receive scholarships must participate in the fall scholarship reception and ceremony during the semester in which they receive the funding. The list of scholarships, more information about TAP and applications are available at: **[business.siu.edu/services/scholarships.html](http://business.siu.edu/services/scholarships.html)**

Emergency tuition assistance is available through the Tuition Assistance Program (TAP) in the College of Business. This is a program for business students to reduce their bursar bill, in order to remove a bursar hold that would prevent registration.

## STUDY ABROAD

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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 individuals 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 by studying 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 **[cie.siu.edu](http://cie.siu.edu)** for further information on Study Abroad opportunities offered through SIU.

The College of Business offers a faculty-led study abroad program. This 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 **[business.siu.edu/services/study-abroad](http://business.siu.edu/services/study-abroad)** for more information.

# POLICIES AND PROCEDURES FOR ACTS OF ACADEMIC DISHONESTY

## SIU STUDENT CONDUCT CODE

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The SIU Student Conduct Code, updated in January 2015, can be read in its entirety at:  
[srr.siu.edu/\\_common/documents/SCC](http://srr.siu.edu/_common/documents/SCC)

## STUDENT HEARING (GRIEVANCE) PROCEDURE COLLEGE OF BUSINESS

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Approved by the faculty of the College of Business September 21, 1990 The Undergraduate Grievance Policy is currently under review and an updated version will be made available upon approval.

### **Preface**

Normally, faculty-student differences and issues in dispute should be discussed with the student's instructor. 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 Undergrad Advisement Office.

### **Purpose**

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

# STUDENT HEARING PROCEDURE

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## 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 following the incident. The instructor must respond to the student in writing within 10 days 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 five days from receipt of the instructor's decision to inform both the instructor and chair 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 possessing knowledge of the situation be present at this hearing. Within 10 days of the hearing the dean shall write and transmit the decision to the affected parties.

1 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.

2 Fall and spring are semesters; summer is not.

3 "Day" shall mean all days the business offices of the University are open.

4 For convenience the term "chair" used throughout this document refers to the employee's immediate supervisor.

# 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** Period of time (usually Oct. – Dec. and Feb. - May) when all students have the opportunity to register in advance 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 two 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 SIU Catalog.

**BUEC** Business economics major through the finance department.

**CATALOG** Publication containing SIU University policies, regulations and course descriptions.

**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 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 3.50 or above in a given semester.

**DEAN'S SIGNATURE** Under special circumstances the dean's signature is required. This signature may be obtained at Rehn 121. The chief academic advisor acts as the dean's agent in records and registration matters.

**DEFICIENCY (DF)** High School Subject Pattern deficiency.

**DIFFERENTIAL TUITION** The College of Business has implemented a differential tuition surcharge of 15 percent 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 included under differential tuition.

**EXTERNSHIPS** An opportunity for junior/senior students to gain practical experience in their major fields; these are normally not for credit, are sometimes paid for by the sponsoring organization, and are usually for one week during spring break.

**FIN** Finance major or finance department.

**GRADUATION APPLICATIONS** Must be submitted to Admissions and Records in the Student Services Building by the deadline within the term in which the student plans to graduate; applications may be made early. Commencement is held each May and December. Students who qualify to graduate may walk in either ceremony.

**GRIEVANCE PROCEDURE** See STUDENT HEARING PROCEDURE in this handbook.

**HONORS PROGRAM** See University Honors Program.

**INCOMPLETE (INC)** See page 8 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 a 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 SIU Catalog for details.

**MINORITY PROGRAM** Refers to special programs run by the Office of Minority Affairs in the College of Business.

**MKTG** Marketing major or marketing department.

**NEGATIVE POINTS** See POINTS SYSTEM.

**OFFICE OF TRANSITIONAL PROGRAMS** Helps students with special problems including processing student withdrawals from the University.

**OVERLOAD** The 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).

**POINTS SYSTEM** 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. Multiply the + or - points by the credit hours of the course.

$$A = +2 \times 3 = +6$$

$$B = +1 \times 3 = +3$$

$$C = 0 \times 3 = 0$$

$$D = -1 \times 3 = -3$$

$$F = -2 \times 3 = -6$$

Multiply the + or - points by the credit hours of the course.

**POSITIVE POINTS** See POINTS SYSTEM.

**PREREQUISITE** A course that must be satisfactorily completed before taking a subsequent course. For example, English Comp I 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 were considered when computing students' grade point averages, including each earned grade in a repeated course. All courses must be from the same institution.

Effective for courses taken Summer 2013, or later, an undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A, B, C, D or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned.

**RESIDENCY HOURS** 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.

**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: [salukinet.siu.edu](http://salukinet.siu.edu).

**SATISFACTORY PROGRESS POLICY** Each student receiving financial aid must complete a degree within a specific period of time. The student is responsible for checking with the FAO, Veteran's Office, the NCAA or other sources in order to ensure continued eligibility.

**SCHEDULE OF CLASSES** Listing showing all courses, times, etc.; online at: [registrar.siu.edu/schedclass](http://registrar.siu.edu/schedclass).



**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 PROCEDURE** 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 CURRICULUM** The part of a student’s degree designed to provide a breadth of understanding beyond one’s major; a portion of each student’s degree must consist of University Core Curriculum courses; see the SIU Catalog for a more detailed description of the requirements or refer to the similarly named section of this handbook.

**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 or [honors.siu.edu](http://honors.siu.edu) for more information.

**WEB REGISTRATION** Course registration using [salukinet.siu.edu](http://salukinet.siu.edu).

**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 one 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 the registration calendar for deadlines. Contact Transitional Programs at: [withdraw@siu.edu](mailto:withdraw@siu.edu).



## **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  
JILL GEBKE  
JGEBKE@BUSINESS.SIU.EDU**

DEPARTMENT	LOCATION	TELEPHONE	DEPARTMENT	LOCATION	TELEPHONE
<i>A</i>			<i>D</i>		
Accounting	Rehn 232	453-2289	Dean of Students	SSB 486	453-2461
Admissions (Undergrad)	SSB Basement	536-4405	Disability Support Services	Woody B 150	453-5738
Agriculture Sciences, College of	Agriculture 201	453-2469	<i>E</i>		
Air Force ROTC	1225 Douglas Dr, Kesnar Hall	453-2481	Economics	Faner A4121	536-7746
Anthropology	Faner C3525	536-6651	Ed & Human Services	Wham 122	453-6340
Applied Science & Arts	ASA 222	536-6682	College of Ed Admin & Higher Ed	Pulliam 131	536-4434
Architecture, School of	Quigley 410	453-3734	Ed Psychology & Special Ed	Wham 223	536-7763
Army ROTC	Kesnar 106	453-5786	Engineering	Engineering E 102	453-4321
Art Advisement	Faner 1229	453-4313	College of Engineering (Advisement)	Engineering D 104	453-2261
Athletics	Lingle 118	453-7250	English	Faner 2380	453-5321
Aviation Flight	Transportation Education Center	453-1147	Extended Campus	Northwest Annex A	453-3430
Aviation Management	Transportation Education Center	453-8898	<i>F</i>		
<i>B</i>			Finance (CoB)	Rehn 134	453-2459
Biological Sciences	Life Science II Room 351	536-2314	Financial Aid	SSB 211	453-4334
Black Affairs Council	Student Center, 3rd Floor	453-2534	First Year Advisement	SSB 110 A	453-4351
Black Resource Center	Student Center 318	453-3918	Food & Nutrition	Quigley 209	453-5193
Bursar	SSB 2nd Floor	453-2221	Foreign Languages & Literatures	Faner 2166	536-5571
Business (Dean)	Rehn 114	453-3328	Forestry	Agriculture 184	453-3341
Business (Advisement)	Rehn 121	536-4431	<i>G</i>		
Business Economics	Rehn 134 (Finance)	453-2459	Geography	Faner 4520	536-3375
Business Placement Center	Rehn 113	453-2603	Geology	Parkinson 102	453-3351
<i>C</i>			Graduate School	SSB 310	536-7791
Career Services (University)	SSB Suite 171	453-2391	<i>H</i>		
Center for Inclusive Excellence	Student Center 318	453-3740	Health Ed & Recreation	Pulliam 307	453-2777
CESL	Faner 3242	453-2265	Health Services	Student Health Center	453-3311
Chemistry & Biochemistry	Neckers C 224	453-5721	History	Faner 3374	453-4391
Clinical Center	Wham 141	453-2361	Housing	SSB 410	453-2301
Computer Science	Faner 2125	536-2327			
Continuing Education & Outreach	Student Center, 2nd Floor	536-7751			

DEPARTMENT	LOCATION	TELEPHONE	DEPARTMENT	LOCATION	TELEPHONE
<i>I</i>			Plant Biology	Life Science II 422	536-2331
Information (University)	Student Center, Information Station	536-4636	Police, Campus	Washington Square A	453-3771
Information Sys. & Applied Tech	ASA 106	453-7253	Psychology	Life Science II 281	536-2301
Information Technology	Wham B 15	453-6280	<i>R</i>		
International Education, Center for	N W Annex B 135	536-7771 OR 453-5774	Radio-Television	Comm. 1048	453-6902
<i>J</i>			Registrar's Office	SSB 251	453-2963
Journalism	Comm 1202	536-3361	Rehabilitation	Rehn 319A	536-7704
<i>K</i>			<i>S</i>		
Kinesiology	Davies 107	536-2431	Saluki Express Bus Service	Student Center	536-3351
<i>L</i>			Science, College of	Neckers vA 157	536-6666
Law, School of	Lesar Law	536-7711	Science, Advisement	Neckers A 185	536-5537
LGBTQ Resource Center	Student Center 318	453-5627	Social Work, School of	Pulliam 250	453-1235
Liberal Arts, College of	Faner 2427	453-2466	Sociology	Faner 3384	453-2494
Liberal Arts, Advisement	Faner 1229	453-3388	Student Employment Services	SSB 291	453-4629
Library Circulation	Morris Library, 1st Floor	453-1455	Students' Rights and Responsibilities	SSB 497	536-2338
Linguistics	Faner 3236	536-3385	<i>T</i>		
<i>M</i>			Testing Services	Morris Library, 781	453-6008
Management	Rehn 214	453-3307	Theatre	Comm 1033	453-5741
Marketing	Rehn 229	453-4341	Transitional Programs	SSB 251	453-7041
Mass Comm. & Media Arts	Comm. 1012	453-4308	<i>U</i>		
Mathematics, Advisement	Neckers A 357	453-5302	University Honors	Morris 110	453-2824
Microbiology	Life Science II, 131	536-2349	University Studies	SSB 110	453-6965
Music	Altgeld 104 B	536-8742	<i>V</i>		
<i>N</i>			Veterans' Service Center	Woody B 258	453-1335
New Student Programs	Student Center, 219 A	453-1000	<i>W</i>		
Non-Traditional Student Services	SSB 484	453-7521	Wellness Center	Student Health Center 120	536-4441
<i>P</i>			Women, Gender & Sexuality Studies	Faner 3341	453-5141
Parking Division	Washington Square B	453-5369	Women's Resource Center	Student Center 318	453-4281
Payroll	Miles Hall	453-3392	Workforce Ed. & Development	Pulliam 212	453-3321
Philosophy	Faner 3065	536-6641	<i>Z</i>		
Physics	Neckers A 483	453-2643	Zoology	Life Science II 351	536-2314

# TRANSPORTATION

AMTRAK .....	800/872-7245
Greyhound.....	618/549-3495
Enterprise Rent-a-Car .....	618/549-6995
Hertz Rent-a-Car Southern Illinois Airport.....	800/654-3131
Hertz Rent-a-Car Williamson County Illinois Airport.....	800/654-3131
Southern Illinois Airport.....	618/529-1721
Williamson County Airport.....	618/993-3353
Mid-America Airport .....	618/566-5244
Lambert-St. Louis International Airport.....	314/426-8000
Ace Taxi 319 N. Illinois Ave. Carbondale, IL.....	618/549-8294
Archie Affordable Cab 820 S. 16th St. Herrin, IL.....	618/942-5287
Red Top Cab 1108 S. Court St. Marion, IL.....	618/997-1098
BART Transportation .....	800/284-2278
Saluki Express SIU Mass Transit System .....	618/536-3351

## ACADEMIC SUCCESS CENTER

The College of Business Academic Success Center, located in Rehn Hall, Room 10, gives business majors and minors tutoring assistance for some of the more challenging courses. The tutors are typically focused on quantitative courses such as math and finance, but students can go to Rehn 10 for help with any course. It is also a great place to study.





**SIU**  
CARBONDALE

SOUTHERN ILLINOIS UNIVERSITY  
**COLLEGE OF  
BUSINESS**