

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

2016-2017 STUDENT HANDBOOK

COLLEGE OF BUSINESS



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ACCOUNTING (Rehn 232)

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Fax 618/453-1411
Website business.siu.edu/academics/dept/accounting

FINANCE (Rehn 134)

Main office 618/453-2459
Fax 618/453-5626
Website business.siu.edu/academics/dept/finance

MANAGEMENT (Rehn 214)

Main office 618/453-3307
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Website business.siu.edu/academics/dept/management

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Main office 618/453-4341
Fax 618/453-7747
Website business.siu.edu/academics/dept/marketing

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UNIVERSITY QUICK LIST

Bursar bursar.siu.edu or 618/453-2221
Financial Aid fa.o.siu.edu or 618/453-4334
International Admissions cie.siu.edu or 618/453-5774
Records registrar.siu.edu or 618/453-2999
Transitional Programs registrar.siu.edu/students/withdrawal.html
. 618/453-7041
Undergraduate Admissions admissions.siu.edu or 618/536-4405

TABLE OF CONTENTS

| | |
|---|----|
| Your Advisement Office | 4 |
| 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 Setup 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 |
| College of Business Minors | 48 |
| Student Required Course Curriculum Posting Sheet | 50 |
| Student Organizations in the College of Business | 52 |
| Other College of Business Student Services Offices | 54 |
| Career Services (Business Placement Center) | 55 |
| Office of Minority Affairs | 56 |
| Tutoring..... | 56 |
| Scholarships | 57 |
| Study Abroad..... | 57 |
| SIU College of Business Undergraduate Academic Grievance Policy..... | 58 |
| Glossary of Terms..... | 63 |
| Suggestions..... | 68 |
| Directory..... | 69 |

YOUR ADVISEMENT OFFICE

UNDERGRAD ADVISEMENT OFFICE – 121 REHN HALL

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

Advising philosophy

Academic advising is a teaching and learning process dedicated to student success. The collaborative relationship between students and advisors is intended to assist in the development of meaningful educational, career and personal goals that are consistent with students' interests, values and abilities. Advisement's function is to TEACH, GUIDE and SUPPORT students and other stakeholders in the university community.

Advisee responsibilities

To achieve your ultimate academic goal, you will:

- Come prepared to each advisement appointment with questions or material for discussion, make regular email and telephone contact with your advisor each semester, and respond and take action as required.
- Be knowledgeable of, and take responsibility for, your academic progress and status, including: grades, academic history, academic schedule and scholastic standing.
- Learn and comprehend campus policies, procedures and requirements for graduation.
- Accept responsibility for your own actions and decisions.
- Make progress toward career goals.
- Make progress toward graduation.

Advisor responsibilities

To support the core values of the College of Business advising program, advisors will:

- Assist students in understanding the purposes of higher education goals, and their effects on the students' lives and personal goals.
- Encourage individual goals and decision making.
- Be knowledgeable of the policies, procedures, student services and reference information.
- Recommend curricular and co-curricular activities and organizations in addition to applicable campus resources.
- Maintain confidentiality and uphold Family Educational Rights and Privacy Act (FERPA) regulations.

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, as well as college policies, and helpful information on registration and advisement.

Included on page 50 is a required course curriculum 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, so please bring it with you to advisement appointments.

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

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 coursework.
5. **University Core Course requirements:** The University Core Curriculum (UCC) requires 39 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 online at commencement.siu.edu.

COLLEGE OF BUSINESS REQUIREMENTS AND POLICIES

1. **Email address:** All College of Business students are required to use their 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 address. You are expected to check your SIU email frequently (at least daily). One will be assigned to you.
2. **Course sequencing:** Prerequisites are required for many College of Business courses. Please sequence your courses properly. The 300- and 400-level courses are only offered to juniors or seniors with at least 56 credit hours passed. Prerequisites may only be offered once a year, so plans need to be completed.

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:** All 300- and 400-level business courses may be repeated for a grade only 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, 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 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 online at 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 online at 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 102 or Sociology 108, 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

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 66 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 coursework in the time allotted because of 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 coursework within one semester will result in a grade of F. When completing a course with an INC grade, students should not re-register for that course.
Check with Financial Aid for future implications.
6. A grade of AU will be given for courses audited; no credit will be generated. The decision to audit a course must be designated at the time of registration, or before 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

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 2.0 or above.
2. **Probation:** Cumulative SIU GPA less than 2.0.
3. **Continuing probation:** Cumulative SIU GPA less than 2.0, but each individual term has been a 2.0 or above since being placed on probation.
4. **Suspension:** While on probation, cumulative SIU GPA and term GPA of less than 2.0 and more than six 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.

SIU FINANCIAL AID RECIPIENTS

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.

| Classification | Hours required |
|-----------------------|-----------------------|
| Senior | 86 + |
| Junior | 56-85 |
| Sophomore | 26-55 |
| Freshman | 0-25 |

TRANSFER STUDENT INFORMATION

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- and 400-level) can be considered for upper-division business course equivalency if the coursework was taken at an AACSB-accredited institution. 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

Grade point average requirements – university policy

1. Minimum SIU cumulative GPA for graduation = 2.0; minimum 2.0 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 and 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 degrees.
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

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 positive (+) or negative (-) 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 (three-credit-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 and MKTG) courses to calculate your College of Business GPA. Your business GPA and your major GPA must add up to zero (0) or higher for you to graduate.

COLLEGE CREDIT BY EXAMINATION

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 | YES YES |

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 online 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, 618/453-6003 or testingservices.siu.edu.

ONLINE RESOURCES

VISIT THE FOLLOWING AREAS FOR THE MOST CURRENT INFORMATION

Your personal records: 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

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

College of Business: 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

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

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 or 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 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

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

Student Rights and Responsibilities: srr.siu.edu

All SIU students should conduct themselves in a manner that 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, or visit business.siu.edu/services.

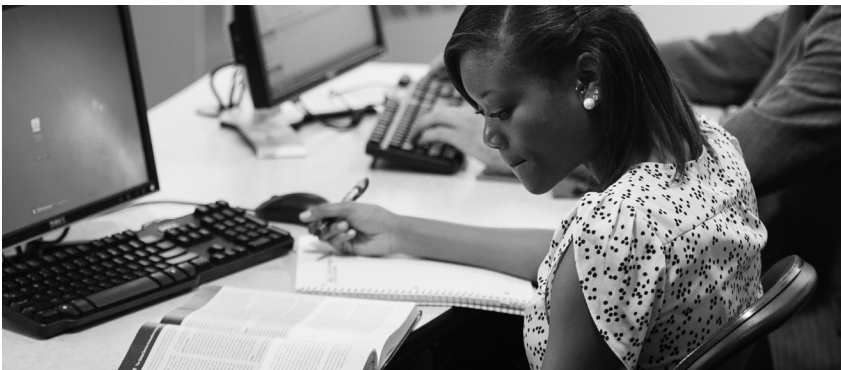
PERSONAL ADDRESS INFORMATION

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 email address. It is the official means of communication. Notices such as 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.



NETWORK ID AND SIU.EDU EMAIL SETUP INSTRUCTIONS

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.

Your SIU email address:

Your SIU email address will be assigned to you after your initial registration. Your email address will be assigned as `firstname.lastname@siu.edu`. However if you have a very common first and last name, the email assigned may vary. If you have questions about your SIU email, please contact SalukiTech at `SalukiTech@siu.edu` or by calling 618/453-5155. More information can be found at **oit.siu.edu/salukitech**.

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

1. Use any Web browser and go to **office.siu.edu**, then follow the on-screen instructions.
2. If accessing email through another application such as Outlook, or via a smartphone, 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 online at **oit.siu.edu**.

Wireless access instructions for various devices can be found online at **oit.siu.edu/wireless**.

If you are still unable to get signed on or configured, please call SalukiTech 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 via email or phone appointments. All students must contact the Undergrad Advisement Office to receive their RUN (registration user number) each semester to register for classes.

Each term, the university posts a new schedule of classes that 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. When contacting us, please be prepared to provide your Dawg Tag number and your preferred day and time of appointment.

If 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 1

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 2

1. Only walk-in advisement appointments are available.
2. 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.
3. 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 online at registrar.siu.edu/calendars/registration.html for more information.

Weeks 3-10

Drops without refund to avoid a grade must be processed by the end of week 10 for full-semester courses.

Week 4

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.

Week 11 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 are unable to come in during regular business hours, please contact the chief academic advisor at 618/536-4431 or 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 Required Course Curriculum Posting Sheet on page 50 and update it with all of your 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 possible, based on the registration schedule, and 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, the 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 if there is no waitlist available for the course. Course restriction override permit information can be obtained from the reception desk at Rehn 121. Signed forms must be returned to Rehn 121 for overrides to be placed in the system. Forms should be processed in one to two 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 a 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, 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, 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, SIU Athletics, University 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. Sixteen-week 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.
4. Students enrolled in a residential degree program at SIU are not allowed to take courses in the online accounting and the online business and administration programs, except in the specific case in which a student's graduation would be delayed because of a university-imposed time conflict between two required courses and when no other residential course option is available to fulfill that requirement. In these cases, chief advisor review and associate dean approval is required for all exceptions. Program courses are designated by a business course prefix and a 940 section number.



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

1. Fill in the term, your SIU Dawg Tag 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 two, three or four.
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.

CRN (course registration number): The five-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 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 can instructors and/or department chairs provide permission for you to register for the class. Permission is given on a hard copy of a course restriction override permit, which is processed by your advisor.

Prerequisites: Some courses have prerequisite requirements that 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** for updated information.

Please note that 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

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 that 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 2016

Total core curriculum = 39 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 hours)

Hours

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 101U | Saluki Success | 1 |

*Cross-listed with other UCOL 101 sections

→ Denotes College of Business requirement

COLLEGE OF BUSINESS
University Core Curriculum effective Summer 2016 (164)

II. Disciplinary Studies (23 hours) Area

FINE ARTS – (One course: 3 hours) 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 hours) 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 2016 (164)

HUMANITIES – (Two courses: 6 hours) 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 |
| FR 101A | French Language and Culture I | 4 |
| FR 101B | French Language and Culture II | 4 |
| 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 |
| HIST 358I | Introduction to Peace Studies | 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 103C | World Humanities | 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 2016 (164)

SCIENCE WITH LABS: *GROUP I* – (One course: 3 hours) 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 hours) 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 two courses: 6 hours) Area

| | | | |
|--|-------------------------------|---|---|
| | ECON 241 | Intro to Macroeconomics (college req. – sub for 113) | 3 |
| | PSYC 102 OR SOC 108 | Intro to Psychology OR Intro to Sociology | 3 |

COLLEGE OF BUSINESS

University Core Curriculum effective Summer 2016 (164)

MULTICULTURAL/DIVERSITY - (One course: 3 hours) 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 307I/ WGSS 307I | Women in Visual Arts: Social and Educational Contexts | 3 |
| | AD 317I | Contemporary Native American Art: Anthropological Perspective | 3 |
| | AFR 215 | Black American Experience in a Pluralistic Society | 3 |
| | AFR 303I / MUS 303I | Women, Blues 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 |
| | HIST 210 | American Heritages | 3 |
| | KIN 210 | Diversity in American Sport | 3 |
| | LING 201 | Language Diversity in the United States | 3 |
| | LING 320I / WGSS 320I | Language, Gender 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 semester hours

ADVANCED UNIVERSITY CORE CURRICULUM COURSE SUBSTITUTIONS

(As they apply 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; (GEOL 113 may substitute for any of the lab sections) |
| 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 / ZOO 115 | BIOL 200A or BIOL 200B; MICR 201; PLB 200; ZOO 118; ZOO 220 |
| THEA 101 | THEA 220 |
| Fine Arts | ARC 231 and 232; ID 333 and 334; ID 231 and 232 |
| 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 |
| Multicultural | DH 417 |

*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 2016 (164)

PROFESSIONAL BUSINESS CORE - 47 HOURS

Required of ALL business majors

(43 HOURS OF BUSINESS PREFIX COURSES)

| COURSE | HRS | TITLE | NOTES | PREREQUISITE(S) |
|----------------------------|------------|-------------------------------------|--------------|---|
| 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 | Interm. Technical Writing | 4 | ENGL 101 and ENGL 102; or ENGL 120H |
| BUS 101 | 2 | Open for Business | | None |
| 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 requirement |
| ECON 240 | 3 | Intro to Microeconomics | | Satisfy SIU math requirement |
| 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- to 400- level College of Business 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

Abbreviations and terms

- **300- and 400-level College of Business elective** - any 300- to 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

Accounting: Students majoring in accounting must earn a minimum grade of C in ACCT 220 and 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 | Course not taught | | |
| 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 courses are restricted to College of Business juniors and seniors. Select summer courses may only be offered online.

ACCOUNTING

(Bachelor of Science)

business.siu.edu/academics/dept/accounting

Professor Alice Noble-Allgire, interim 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 SIU Carbondale Undergraduate Catalog available at registrar.siu.edu/catalog/undergraduatecatalog.html.

| First Year | | Fall | Spring |
|-------------------------------|---|-------------|---------------|
| UCOL 101U | Saluki Success | 1 | - |
| ENGL 101, 102 | Composition I and II | 3 | 3 |
| Select | UCC Science | 3 | 3 |
| BUS 101, PSYC 102/ SOC 108 | Open for Business, Introduction to Psychology <i>or</i> Introduction to Sociology | 2 | 3 |
| Select | UCC Human Health | - | 2 |
| CMST 101 | Intro to Oral Communication | 3 | - |
| MATH 139, 140 | Finite Mathematics <i>and</i> Short Course in Calculus | 3 | 4 |
| Total Hours | | 15 | 15 |
| Second Year | | Fall | Spring |
| 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 | - |
| Select | UCC Humanities | 3 | 3 |
| ENGL 291 | Intermediate Technical Writing | - | 3 |
| Select | UCC Fine Arts | 3 | - |
| Select | UCC Integrative Studies | - | 3 |
| Total Hours | | 15 | 15 |

| Third Year | | Fall | Spring |
|----------------------|--|-------------|---------------|
| 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 ₂ | - | 3 |
| MGMT 345 | Computer Information Systems | 3 | - |
| BUS 302 | Business Career Transitions | - | 2 |
| Select | Elective: | - | 1 |
| Total Hours | | 15 | 15 |
| Fourth Year | | Fall | Spring |
| MKTG 304 | Marketing Management | 3 | - |
| ACCT 421 | Advanced Accounting | 3 | - |
| ACCT 431, 441 | Advanced Cost <i>and</i> Advanced Tax | 3 | 3 |
| ACCT 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 ₂ | 3 | - |
| Select | 300-400 CoB elective | - | 3 |
| ACCT 460 | Auditing | - | 3 |
| Total Hours | | 15 | 15 |

1. 120 semester hours are required for graduation. Any additional hours of college-level credit can be used to equal minimum 120 semester hours required for degree.
2. The combination of Finance 280 (Business Law I) and Finance 380 (Business Law II) is highly recommended for accounting majors.

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 2.0 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. For accounting majors and minors, accounting courses completed more than seven calendar years prior to the current term must be repeated.

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 | 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 315 or 341 | | | 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 | FIN 361 or concurrent enrollment | | X | |
| MGMT 352 | Management Science | C min in ACCT/FIN/MGMT 208, MGMT 318 and MGMT 345; 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 College of Business 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 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 SIU Carbondale Undergraduate Catalog available at registrar.siu.edu/catalog/undergraduatecatalog.html.

| First Year | | Fall | Spring |
|--------------------|---|-------------|---------------|
| UCOL 101U, Select | Saluki Success and UCC Fine Arts | 1 | 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 | - |
| BUS 101, Select | Open for Business/UCC Human Health | 2 | 2 |
| MATH 108, 140 | College Algebra or Elective ₁ and Short Course in Calculus | 3 | 4 |
| Total Hours | | 15 | 15 |
| Second Year | | Fall | Spring |
| 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 |
| FIN 270 | The Legal and Social Environment ₂ | - | 3 |
| Select | UCC Humanities | 3 | - |
| CMST 101, ENGL 291 | Intro to Oral Communication and Intermediate Technical Writing | 3 | 3 |
| MATH 139 | Finite Mathematics | 3 | - |
| Total Hours | | 15 | 15 |

| Third Year | | Fall | Spring |
|--------------------|--|-------------|---------------|
| 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 | Elective ₁ | - | 2 |
| Total Hours | | 15 | 16 |
| Fourth Year | | Fall | Spring |
| MGMT 318 | Production-Operations Management | 3 | - |
| Select, MGMT 481 | 300-400 CoB elective <i>and</i> Administrative Policy | 3 | 3 |
| ECON | Approved economics course ₂ | 3 | 3 |
| FIN 462/463 | Working Capital Management <i>or</i> Forecasting and Capital Budgeting | - | 3 |
| Select | Major option ₃ | 3 | - |
| Select | Elective ₁ | 3 | 5 |
| Total Hours | | 15 | 14 |

1. 120 semester hours are required for graduation. Any additional hours of college-level credit can be used to equal minimum 120 semester hours required for degree.
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 | | X | |
| FIN 433 | Portfolio Theory and Management | C min in FIN 331 | | | X |
| FIN 434 | Risk Management | FIN 432 | COURSE NOT TAUGHT | | |
| FIN 449 | Management of Financial Institutions | C min in FIN 330 and 341 | | | X |
| FIN 462 | Working Capital Management | FIN 361 or concurrent enrollment | | X | X |
| FIN 463 | Forecasting and Capital Budgeting | FIN 361 or concurrent enrollment | | | X |
| FIN 464 | International Financial Mgmt | FIN 361 or concurrent enrollment | | X | |
| FIN 469 | Financial Analysis and Security Valuation | FIN 361 | | X | VARIES |
| FIN 495 | Internship | Department approval | X | X | X |

Notes: All 300- and 400-level College of Business courses are restricted to College of Business 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

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 business and governmental operations.

Finance Suggested Curricular Guide

NOTE: A sample curriculum follows. For specific degree requirements, consult the SIU Carbondale Undergraduate Catalog available at registrar.siu.edu/catalog/undergraduatecatalog.html.

| First Year | | Fall | Spring |
|-------------------------------|---|-------------|---------------|
| UCOL 101U | Saluki Success | 1 | - |
| ENGL 101, 102 | Composition I and II | 3 | 3 |
| Select | UCC Science | 3 | 3 |
| Select | UCC Fine Arts and UCC Human Health | 3 | 2 |
| BUS 101, PSYC 102/ SOC 108 | Open for Business, Introduction to Psychology or Introduction to Sociology | 2 | 3 |
| MATH 108, 140 | College Algebra or Elective: and Short Course in Calculus | 3 | 4 |
| Total Hours | | 15 | 15 |
| Second Year | | Fall | Spring |
| 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 ₂ | 3 | 3 |
| MATH 139 | Finite Mathematics | 3 | - |
| Total Hours | | 15 | 15 |

| Third Year | | Fall | Spring |
|--------------------|---|-------------|---------------|
| 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> Elective ₁ | 3 | 2 |
| ACCT 321/331 | Intermediate Accounting I <i>or</i> Cost Accounting | 3 | - |
| Total Hours | | 15 | 16 |
| Fourth Year | | Fall | Spring |
| MGMT 318 | Production-Operations Management | 3 | - |
| MGMT 481 | Administrative Policy | - | 3 |
| FIN ₂ | Major option <i>or</i> specialization | 9 | 6 |
| Select | Elective ₁ | - | 2 |
| MGMT 345 | Management Information System | 3 | - |
| Select | 300-400 CoB elective | - | 3 |
| Total Hours | | 15 | 14 |

1. 120 semester hours are required for graduation. Any additional hours of college-level credit can be used to equal minimum 120 semester hours required for degree.
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. For finance majors and minors, finance courses completed more than seven calendar years prior to the current term must be repeated.

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, 420, 431, 446, 474, 485, 495

2. ENTREPRENEURSHIP: FIN 350, MGMT 350, MGMT 471 and select ONE of: MGMT 420, 422, 431, 495

3. GLOBAL E-BUSINESS (select FOUR): MGMT 360, 362, 411, 420, 421, 422, 456, 495

Projected offerings:

| COURSE | TITLE | PREREQUISITES | Projected offerings: | | |
|---|--|---|----------------------|------|--------|
| | | | 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 420 | Introduction to Project Management | | | X | |
| 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 aprvl | X | X | X |
| *MGMT 362 A, B, C, D, E: up to three may be taken for credit | | | | | |

Notes: All 300- and 400-level College of Business courses are restricted to College of Business 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 |

4. SUPPLY CHAIN MANAGEMENT: MGMT 352, MGMT 452, and select TWO of: MGMT 420, 456, 495; IMAE 465, 470A, 470B

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

6. MANAGEMENT OF HEALTH CARE ENTERPRISES: MGMT 385; HCM 360

and select TWO of: MGMT 420, 474, 485, 495; HCM 381 (sub HCM 364), 385, 388

Projected offerings:

| COURSE | TITLE | PREREQUISITES | Summer | Fall | Spring |
|--------------------------|---|---|--------|------|--------|
| HCM 360 | The U.S. 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 |
| IMAE 465 | Lean Manufacturing | | | | X |
| IMAE 470A | Six Sigma Green Belt | | | X | |
| IMAE 470B | Six Sigma Green Belt II | IMAE 307 or MATH 140, IMAE 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 420 | Introduction to Project Management | | | 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 | VARIES | | |
| 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 courses are restricted to College of Business juniors and seniors.

Select summer courses may only be offered online.

MANAGEMENT

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

**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**

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 SIU Carbondale Undergraduate Catalog available at registrar.siu.edu/catalog/undergraduatecatalog.html.

| First Year | | Fall | Spring |
|------------------------------|--|-------------|---------------|
| Select | UCC Fine Arts., Human Health ₁ | 3 | 2 |
| Select | UCC Science ₁ | 3 | 3 |
| BUS 101 | Open for Business | 2 | |
| ENGL 101, 102 | Composition I <i>and</i> II ₁ | 3 | 3 |
| MATH 108, 140 | College Algebra ₂ <i>or</i> Approved Elective ₄ , Short Course in Calculus | 3 | 4 |
| PSYC 102/SOC 108 | Introduction to Psychology _{3,7} <i>or</i> Introduction to Sociology ₃ | | 3 |
| UCOL 101U | Saluki Success | 1 | - |
| Total Hours | | 15 | 15 |
| Second Year | | Fall | Spring |
| Select, ENGL 291 | UCC Humanities ₁ , 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 ₂ , The Legal and Social Environment of Business ₅ | 3 | 3 |
| ECON 241, 240 | Introduction to Macro <i>and</i> Microeconomics | 3 | 3 |
| Total Hours | | 15 | 15 |

| Third Year | | Fall | Spring |
|-----------------------|--|-------------|---------------|
| BUS 302, Select | Business Career Transitions, UCC Integrative Studies ¹ | 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 ¹ | 3 | - |
| Select | Approved Elective ⁴ | 2 | - |
| Total Hours | | 16 | 15 |
| Fourth Year | | Fall | Spring |
| Select | 300-400 CoB elective | 3 | - |
| MGMT 483, MGMT 481 | Advanced Production-Operations Management, Administrative Policy | 3 | 3 |
| Select | Specialization ⁶ | 6 | 6 |
| Select | Approved electives ⁴ | 3 | 5 |
| Total Hours | | 15 | 14 |

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. Any additional hours of college-level credit can be used to equal minimum 120 credit hours required for degree.
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 | ONLINE ONLY | | |
| 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 |
| 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 |
| 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 | |
| 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 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

Dr. Mavis Adjei, 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 individual and organization objectives.

Marketing Suggested Curricular Guide

NOTE: A sample curriculum follows. For specific degree requirements, consult the SIU Carbondale Undergraduate Catalog at registrar.siu.edu/catalog/undergraduatecatalog.html.

| First Year | | Fall | Spring |
|-------------------------------|---|-------------|---------------|
| Select | UCC Human Health ¹ , Fine Arts ¹ | 2 | 3 |
| Select | UCC Science ¹ | 3 | 3 |
| ENGL 101, 102 | Composition I <i>and</i> II | 3 | 3 |
| *MATH 140, *MATH 139 | Short Course in Calculus ² , Finite Mathematics ² | 4 | 3 |
| UCOL 101U | Saluki Success | 1 | - |
| BUS 101, PSYC 102 /SOC 108 | Open for Business, Introduction to Psychology ³ <i>or</i> Introduction to Sociology ³ | 2 | 3 |
| Total Hours | | 15 | 15 |
| Second Year | | Fall | Spring |
| Select | UCC Integrative Studies ¹ , UCC Humanities ¹ | 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 ⁵ | 3 | 3 |
| ECON 241, 240 | Introduction to Macro ⁴ <i>and</i> Microeconomics | 3 | 3 |
| Total Hours | | 15 | 15 |
| Third Year | | Fall | Spring |
| Select | UCC Humanities ¹ <i>and</i> Approved Elective ¹ | 3 | 2 |
| Select | 300-400 CoB elective, Marketing ⁶ | 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 |
| Total Hours | | 15 | 16 |

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

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. Any additional hours of college-level credit can be used to equal minimum 120 semester hours required for graduation.
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.

COLLEGE OF BUSINESS MINORS

For business majors, the College of Business offers four minors: accounting, finance, management and marketing. The courses required for these minors can be used to satisfy the 300- and 400-level College of Business elective requirement and general elective credit hours. Please note that students are not allowed to minor in a subject in which they are majoring (i.e., accounting majors cannot complete an accounting minor). The course requirements for each minor are as follows:

ACCOUNTING – 15 HOURS

Required:

| | |
|--|---------|
| ACCT 220 Financial Accounting | 3 hours |
| ACCT 230 Managerial Accounting | 3 hours |
| Accounting electives (nine hours, 300- and 400-level): | |
| ACCT | 3 hours |
| ACCT | 3 hours |
| ACCT | 3 hours |

FINANCE – 12 HOURS

(CHOOSE 1 OF 3 SPECIALIZATION OPTIONS)

Financial Institutions:

| | |
|--|---------|
| FIN 330 Introduction to Finance | 3 hours |
| FIN 331 Investments | 3 hours |
| FIN 341 Financial Markets | 3 hours |
| FIN 449 Management of Financial Institutions | 3 hours |

Financial Management:

| | |
|---|---------|
| FIN 330 Introduction to Finance | 3 hours |
| FIN 361 Management of Business Finance | 3 hours |
| FIN 462 Working Capital Management | 3 hours |
| FIN 463 Forecasting & Capital Budgeting | 3 hours |

Investments:

| | |
|-------------------------------------|---------|
| FIN 330 Introduction to Finance | 3 hours |
| FIN 331 Investments | 3 hours |
| FIN 432 Options & Future Markets | 3 hours |
| FIN 433 Portfolio Theory Management | 3 hours |

MANAGEMENT FOR BUSINESS MAJORS - 15 HOURS

Required:

| | |
|---------------------------------------|---------|
| MGMT 345 Computer Information Systems | 3 hours |
|---------------------------------------|---------|

Management electives (12 hours, 300- and 400-level):

| | |
|------|---------|
| MGMT | 3 hours |
| MGMT | 3 hours |
| MGMT | 3 hours |
| MGMT | 3 hours |

NON-ELIGIBLE COURSES FOR MINOR: MGMT 304, 318 and 481

MARKETING - 15 HOURS

Required:

| | |
|-------------------------------|---------|
| MKTG 304 Marketing Management | 3 hours |
| MKTG 305 Consumer Behavior | 3 hours |

Marketing electives (nine hours):

| | |
|------|---------|
| MKTG | 3 hours |
| MKTG | 3 hours |
| MKTG | 3 hours |

NON-ELIGIBLE COURSES FOR MINOR: MKTG 390,493,495 or 499

A minor from the College of Business requires students to earn a minimum grade of C in each of the courses taken and students must earn a minimum 2.0 GPA for those minor courses. Prerequisites will be enforced. To meet residency requirements for each minor, at least nine of the required credit hours must be completed at Southern Illinois University Carbondale. Consult an advisor in the College of Business about declaring a minor.

STUDENT REQUIRED COURSE CURRICULUM POSTING SHEET

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

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

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.

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. 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

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

American Production and Inventory Control Society (APICS) is the premier professional association for supply chain and operations management. (Department of Management)

ASCEND is open to all undergraduate and graduate students from all majors who seek to focus exclusively on the business leadership potential of pan-Asian professionals. Programs include mentorship programs, leadership training, ongoing résumé and interview critiques, company visits, networking events and professional/technical development. ascendleadership.org

Asian Business Association (ABA) is a student organization open to all ethnicities and majors that is 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 Saiying Deng at sdeng@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 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 participation with the College of Business. 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 Greg DeYong at gdeyong@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. For more information, contact Marc Morris at memorris@business.siu.edu. 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 provides students with a variety of activities and service opportunities throughout the year. For more information, contact Jill Gebke at jgebke@business.siu.edu. rso.business.siu.edu/blc

The Financial Management Association is for students interested in finance and investments. It provides its members with investment knowledge, social activities and awareness of employment opportunities. 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 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.

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

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

Pi Sigma Epsilon is recognized nationwide as one of the most esteemed professional fraternities available. It concentrates 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 and professional enhancement. It offers optional social activities and conducts fundraisers for charitable causes, as well as for travel to regional and national conventions. The organization has 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

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.

Saluki Entrepreneur Corps works with the Center for Innovation, Small Business Development Center and the Southern Illinois Entrepreneurship Center "to inform, support and inspire college students to be entrepreneurial and seek opportunity through enterprise creation." The organization is open to all majors.

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. rso.business.siu.edu/ssif

Society for the Advancement of Management provides students with the opportunity to develop management and leadership skills, and to get a broad look at what business and management are all about. RSO activities allow students to gain invaluable leadership experience. rso.business.siu.edu/sam

Women's Business Association (WBA) is a student organization devoted to encouraging the success of women in business. This organization is open to 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

COLLEGE OF BUSINESS STUDENT SERVICES

BUSINESS PLACEMENT CENTER

The College of Business Placement Center 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 success in their careers after graduation.

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

- Career counseling.
- Networking opportunities with employers.
- On-site job interviews.
- Résumé critiques.
- Specialized workshops on career-related topics.
- Mock interviews with business/community leaders/alumni.
- Career exploration trips.

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 in which 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.

Connect 2 Careers

The College of Business uses a career portal called Connect 2 Careers that can be found on students' SalukiNet account. This is an exclusive system that is only available to College of Business students, and it's the top resource for searching for internship and career opportunities.

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 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 weeklong volunteer, career experience during spring break. Sophomores, juniors and seniors are invited to apply in the fall for this spring program. More information is available at sialumni.com/extern.

Please note: *The center has a cooperative agreement with University Career Services (UCS) in in the Student Services Building to share and disseminate information on campuswide 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.*



OFFICE OF MINORITY AFFAIRS

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 complete their educational objectives without interrupting or ending their course of study in the College of Business. The primary objectives of the College of Business Office of Minority Affairs are to enhance the student's college experience and to increase the matriculation and graduation rates of enrolled minority students by helping them meet their social, cultural and educational needs. For more information, visit Rehn 121. business.siu.edu

SERVICES

Tutoring – Rehn 10 – Academic Success Center

The College of Business conducts tutoring for designated courses for College of Business majors and minors. Tutoring is available in Rehn 10 during selected hours in the fall and spring semesters. Please visit business.siu.edu/services/advantage/rehn10.html for information on hours and course tutoring available.

SCHOLARSHIPS

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 and must be submitted online. However, this date is subject to change. The application period is typically Nov.1 through Feb. 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 is available at 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 and remove a bursar hold that would prevent registration. More information and application is available at business.siu.edu/services/scholarships.html.

STUDY ABROAD

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 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 for more information.

SIU COLLEGE OF BUSINESS UNDERGRADUATE ACADEMIC GRIEVANCE POLICY

Undergraduate students in the College of Business shall have the right to appeal for redress of grievances through established channels under the conditions stated below. Access to these channels is restricted to complaints by students alleging that some member of the College of Business community has caused the student to suffer some specific harm related to the award of a course grade.

Grievances that have been brought to a hearing under another campus grievance procedure shall not be brought to a hearing under this procedure.¹

GRIEVANCE OF A COURSE GRADE²

With respect to students' complaints alleging capricious grading, the following guidelines shall apply.

Instructors are expected to evaluate student work according to sound academic standards. Equitable requirements should be required of all students in a class, and grades should be assigned without departing substantially from announced procedures. It is the instructor's prerogative to assign grades in accordance with his/her academic/professional judgment, and the student assumes the burden of proof in the appeals process. Grounds for appeal include: (1) the application of non-academic criteria in the grading process, as listed in the university's nondiscrimination and affirmative action statements regarding race, color, sex, national origin, religion, age, sexual orientation, marital status or handicap; (2) the assignment of a course grade by criteria not directly reflective of performance relative to course requirements; and (3) the assignment of a course grade by standards different from those that were applied by the instructor to other students in the course.

¹ Cases involving academic dishonesty will be handled according to the Student Conduct Code. Matters involving graduate students will be handled according to the academic grievances procedures in the Graduate Catalog. Separate grievance procedures exist for cases covered by the university policy on sexual harassment, the policy accommodating religious observances of students, the policy on release of student information and access to student records at Southern Illinois University, the policy on immunization of enrolled students, the policy on the determination of residency status, and the university's response to comply with Americans with Disability Act. These procedures are published in the Undergraduate Catalog. Undergraduate students employed as student workers are covered by a student worker grievance procedure, which is administered by the Financial Aid Office.

² Students may not challenge the final grade on a course. However, students may challenge grades given on components of the course and how those components are combined to make up the final course grade. Examples of graded course components include (but are not limited to) exams, projects, labs, cases, homework, class participation, etc. The final grade may change depending on changes to grades to course components.

ACADEMIC GRIEVANCE PROCEDURE

The grievance procedure for a given term must begin no later than 15 business days from the last day of final exams of that term. An undergraduate student seeking redress through grievance (appellant) must first attempt to resolve the matter informally by contacting the party against whom redress is sought (respondent). If the dispute is not resolved at this stage, the student should contact the respondent's unit chair/director, who will attempt to resolve the dispute. It is the student's responsibility to document the steps taken and the date(s) those steps were taken to resolve the dispute.

In the event that the dispute is not resolved informally, a student may ask for, and receive, a hearing at the unit level. If the incident occurs during the spring semester and the student will not be in residence for the summer semester, she/he may request an extension of the deadline to the following fall semester by petitioning the unit chair/director in writing. Such a request shall normally be granted as long as the petition is received on or before the 10th day of classes of the following term; however, the final decision is that of the unit chair/director.

The request for a hearing must state the following:

1. Name of the grievant.
2. Program in which the grievant is enrolled.
3. Name and title of the person(s) against whom the grievance is being filed.
4. Current address, phone number and email address of the grievant.
5. Statement of the grievance, including descriptions of the incident(s) involved, date(s) of occurrence and what remedy is being sought, as well as any supporting documents.

UNIT ACTION ON GRIEVANCE

Upon receiving a written request for a hearing regarding an academic grievance, the unit chair/director shall send the respondent a copy of the grievance, who will provide the unit chair/director with a written response within 15 business days. The unit chair/director shall then consider the grievance and response, or forward the grievance and response to the unit's grievance committee for consideration. If the matter will be heard by a grievance committee, the unit chair/director shall notify the parties of the identity of the individuals who have been selected to serve on the grievance committee.³ The participation of any

³ Unit Undergraduate Student Grievance Committee: A unit undergraduate student grievance committee will be advisory to the unit chair/director and will submit its findings and recommendations to the chair/director. The committee shall consist of three members. The unit/chair may designate an existing department committee to serve in such capacity (subject to the qualifications listed herein), or may appoint an ad-hoc undergraduate student grievance committee. The members of the committee shall be appointed whenever possible from the unit in the college in which the grievance arose. Of those members, two shall be appointed from the full-time faculty, and one shall be appointed from the undergraduate student body in good academic standing.

committee member may be challenged for cause. If the unit chair/director determines that the challenge is valid, she/he shall name a substitute. The unit chair/director or committee chair shall request of both parties copies of any documents and a list of witnesses they wish to introduce. These must be submitted within 15 days of receipt of the request. The unit chair/director or committee chair shall convene a hearing within 15 days of receipt of the substantiating documents. These documents shall be available to both parties at least five days prior to the hearing.

The hearing shall be conducted by the unit chair/director or by the committee according to the hearing procedures that are outlined in the appendix. In the absence of compelling circumstances, the unit chair/director shall render a decision within 15 days, or the grievance committee shall make its recommendation on the grievance to the unit chair/director within 15 days after the conclusion of the hearing.

Upon receipt of the committee's recommendation, the unit chair/director shall decide to accept or reject the committee's recommendation and render a decision on the grievance within 15 days. The decision and the reasons for it shall be submitted in writing to the parties, to the committee members (if any) and to the dean of the College of Business (or his/her representative) at the same time.

The unit chair/director shall advise the parties of their right to appeal to the dean of the College of Business. Hearings of appeals will not be automatically granted. Dissatisfaction with the decision shall not be sufficient grounds for appeal. The appellant must demonstrate that the decision at the unit level was in error.

FILING AN APPEAL

If an undergraduate student wishes to appeal a decision of the unit, she/he must file a written appeal with the dean of the College of Business within 20 days of receipt of the lower decision. The appeal must state the following:

1. Name of the appellant.
2. Program in which the appellant is enrolled.
3. Name and title of the person(s) against whom the original grievance was filed.
4. Current address, phone number and email address of the appellant.
5. Copies of the original statement of grievance, the response by the person against whom it was filed and supporting documents, as well as a statement of what remedy is being sought.
6. Summary of grievance proceedings held at the unit level, and the decision(s) rendered at that time.
7. Statement of why the previous decision may be in error.
8. Request, if desired, for either an administrative or grievance appeal hearing.

Upon receiving a written appeal, the dean⁴ shall determine whether or not the appeal has merit (sufficient grounds) and should move forward. If so, the dean will, at the same time, determine whether the hearing agent will be administrative or a committee. If it is determined that the appeal does not have merit, the dean will inform both parties in writing of the reason(s) for denial within 15 days.

PROCEDURES FOR APPEAL HEARING IN THE COLLEGE OF BUSINESS

The dean of the College of Business is responsible for making the final decision in the appeal of a grievance decision by the unit chair/director. If the appeal will be heard by a committee, the dean will direct the Undergraduate Program Committee (UPC) to select a hearing committee to hear the case and submit a recommendation to the dean.

This is done according to the following procedures:

- a. The Undergraduate Program Committee selects a hearing committee composed of at least three faculty members, along with one undergraduate student. One of the faculty members must be outside of the student's department. A member of the college advising staff may also be on the hearing committee in place of one of the faculty members. While members of this committee will usually be members of the UPC, it may be necessary, in some instances, to select members from outside the committee. The hearing committee shall meet and select a chair from the faculty membership.
- b. All parties have the right to present evidence on their behalf. Any new evidence introduced in the appeals process must be on file with the chair of the UPC one week prior to the student's scheduled hearing. All new materials will be distributed to both parties involved in the appeals process at least five business days prior to the hearing.
- c. All parties have the right to bring witnesses. The student may bring an advisor who will not be permitted to address the committee directly on appeals from the chairs. The student may have advice and assistance in preparing and presenting the appeal.
- d. The hearing committee meets within 15 days of the receipt of the student's appeal, and the student is sent notification of the time and place of the hearing by the committee chair no later than five days prior to the hearing.
- e. The hearing committee arrives at a decision on the basis of a simple majority. The recommendation of the committee is relayed in writing by the committee chair to the dean of the College of Business within 15 days of the conclusion of the hearing.
- f. The hearing committee, as described above, is not expected to meet during the first two weeks nor the last two weeks of a semester, nor will it usually meet during vacation periods or summer. During these times, an administrative hearing officer chosen by the dean may substitute for the committee, or the dean may choose to hear the case.
- g. The dean of the College of Business makes the final decision within the College of Business and notifies the student, in writing, of the decision within 15 days of the receipt of the committee's recommendation.

⁴ The undergraduate student grievance committee shall meet and elect its chair from among the faculty membership. Any faculty member involved in the dispute shall not be appointed to the grievance committee.

APPEAL OF THE DECISION BY THE DEAN OF THE COLLEGE OF BUSINESS

If the individual is not satisfied with the decision of the dean of the College of Business (or his/her representative), a written argument stating the reasons for such dissatisfaction may be submitted to the vice chancellor for academic affairs and provost, Southern Illinois University Carbondale, within 15 days after the date that delivery of the decision was tendered by the U.S. Postal Service to the individual. Such written argument shall be attached to the dean's decision and remain therewith throughout the remainder of the process.

APPENDIX (UNDERGRADUATE STUDENT GRIEVANCE POLICY)

UNIT HEARING PROCEDURES

1. The principal parties to the grievance shall have the right to be accompanied by an advisor of their choice. The advisers may speak on behalf of their clients only with the approval of the unit chair/director, the dean of the College of Business or the grievance committee.
2. All hearings shall be open unless either of the parties requests that the hearings be closed. If the hearing is closed, only the parties, their advisers, and either the unit chair/director or the dean or the grievance committee shall be present during the taking of evidence. Witnesses for either party shall be present only while giving testimony if the hearing is closed.
3. All hearings shall be audio recorded. The recording will be deposited in the office of the unit chair/director at the conclusion of the hearing. These recordings shall be stored for five years, after which time they will be destroyed.
4. Each party may call witnesses to present evidence. Each party shall have the right to examine any witness called by the opposing party. If a witness is unable to appear, the committee may allow depositions. If the presence of a witness is required to ensure fairness to all parties and the witness is physically unable to attend, the hearing will not be postponed. Rather, while testimony of such witnesses by audio recording, by telephone conference, by letter, by facsimile, by email or by videoconferencing is considered less viable, it may be allowed.
5. The grievance committee will arrive at a decision based on a simple majority vote. However, the unit chair/director or the dean may reject the recommendation by the committee. The unit chair/director or dean will decide all matters, both procedural and substantive.
6. Each party may make an opening and a closing statement.
7. Decisions by the unit chair/director or the grievance committee will be based on the preponderance of the evidence.

NOTE: The undergraduate student grievance policy presented in this document was adapted for use in the College of Business, Southern Illinois University Carbondale, from the Graduate Student Academic Grievance Policy.

A GLOSSARY OF TERMS

ACCT Accounting major or School of Accountancy.

ACRONYMS A two-, three- or four-letter letter abbreviation for courses within a program of study.

ADVANCED REGISTRATION Period of time (usually October through December and February through 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.

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 instructor and 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 3.5 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 College of Business majors that are new students; the differential tuition surcharge will be assessed at the in-state tuition rate; the prior 2001 College of Business technology fee has been included under differential tuition.

ELECTIVE Taken to fulfill the total number of credits; can be chosen from any courses offered at the university for credit.

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 and are sometimes paid by the sponsoring agency.

INTERSESSION CLASS A class that 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 nine. 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; seven or fewer per summer term).

POINTS SYSTEM The BUS GPA and/or major GPA are expressed as positive (+) or negative (-) 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 that 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 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 Online access to personal academic records (i.e., transcripts, GPA, degree audit, etc.), schedule of classes, Web registration and other information is available at 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 financial aid office, veterans office, the NCAA or other sources to ensure continued eligibility.

SCHEDULE OF CLASSES Listing showing all courses, times, etc.; online at registrar.siu.edu/schedclass.

SECTION NUMBER Three-digit number that represents a particular class – meeting times, days, building and room.

SENIOR CHECK Evaluation of all coursework completed by the student up to a certain date; lists courses that are still needed 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, that 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 universitywide program for academically talented undergraduate students that provides specially designed and challenging courses, in addition to 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 for more information.

WEB REGISTRATION Course registration using 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.

HOW'S IT GOING?

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

Have you had problems with technology in a classroom?



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

**JILL GEBKE
ASSISTANT DEAN
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 Drive, 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, third 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 second 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, second 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 B15 | 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, first 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 | Theater | 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, Illinois..... | 618/549-8294 |
| Archie Affordable Cab 820 S. 16th St., Herrin, Illinois..... | 618/942-5287 |
| Red Top Cab 1108 S. Court St., Marion, Illinois..... | 618/997-1098 |
| BART Transportation..... | 800/284-2278 |
| Saluki Express SIU Mass Transit System..... | 618/536-3351 |

