

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

2020-2021 STUDENT HANDBOOK

COLLEGE OF BUSINESS AND ANALYTICS



SIU
CARBONDALE

SOUTHERN ILLINOIS UNIVERSITY
**COLLEGE OF BUSINESS
AND ANALYTICS**

COLLEGE OF BUSINESS AND ANALYTICS business.siu.edu

ADVISEMENT (Rehn 121)

Appointment desk.....618/453-7496

Fax..... 618/453-7961

Email..... advisement@business.siu.edu

CAREER SERVICES AND PLACEMENT CENTER (Rehn 113)

Main office 618/453-2603

Fax..... 618/453-7961

Email..... placement@business.siu.edu

OFFICE OF DIVERSITY AND INCLUSION (Rehn 107)

Main office618/453-7485

Director618/453-7498

Fax..... 618/453-7961

SCHOOL OF ACCOUNTANCY (Rehn 232)

Main office 618/453-2289

Fax..... 618/453-1411

SCHOOL OF ANALYTICS, FINANCE AND ECONOMICS

FINANCE (Rehn 134)

Main office 618/453-2459

SCHOOL OF MANAGEMENT AND MARKETING

MANAGEMENT (Rehn 214)

Main office 618/453-1400

Fax..... 618/453-7835

MARKETING (Rehn 229)

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DEAN (Rehn 114)

Main office 618/453-3328

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(Records or registration problems – contact advisement)

UNIVERSITY QUICK LIST

Bursar.....bursar.siu.edu or 618/453-2221

Financial Aid.....fao.siu.edu or 618/453-4334

International Admissions..... cie.siu.edu

or 618/453-5774

Registrar.....registrar.siu.edu or 618/453-2963

Withdrawals & Petitions registrar.siu.edu/
students/withdrawal.php

618/453-2963

Undergraduate Admissionsadmissions.siu.edu

or 618/536-4405

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YOUR ADVISEMENT OFFICE

UNDERGRAD ADVISEMENT OFFICE – 121 REHN HALL

Welcome to SIU! The College of Business and Analytics 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 and Analytics 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 and Analytics. 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 48 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 AND ANALYTICS BACHELOR OF SCIENCE

All undergraduate students entering the College of Business and Analytics 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 Hour 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. **Residency requirements:** A total of 42 semester hours in residence at SIU is required. Residency credit is awarded for those courses for which the student has registered and earned a satisfactory grade at SIU.
4. **Grade point average requirements:** Minimum 2.0 average for all courses taken at SIU, a minimum 2.0 average with no grades below C (a grade of C- is not sufficient to meet a C minimum grade requirement) for all major coursework, and a minimum 2.0 average in all business (ACCT, BUS, ECON, FIN, MGMT and MKTG) courses taken at SIU.
5. **University Core Curriculum 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 registrar.siu.edu/students/graduation.

COLLEGE OF BUSINESS AND ANALYTICS REQUIREMENTS AND POLICIES

1. **Email address:** All College of Business and Analytics 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 and Analytics courses. Please sequence your courses properly. Many of 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 long term plans need to be completed.
3. **Grade point average:** Graduation from the College of Business and Analytics requires achievement of a 2.0 GPA in all business-prefix courses taken to satisfy the major requirements. ACCT 210, ECON 113, ECON 302 I and MGMT 170 are not calculated into the business-prefix grade point average. You must earn a minimum grade of C (a grade of C- is not sufficient) 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. Students may not repeat business courses after earning a grade of C or better.
5. **Business minors:** A minor from the College of Business and Analytics requires a grade of C or better (a grade of C- is not sufficient) 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 in the fall and spring semesters and no more than 7 credit hours in the summer. 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/student-conduct-code.pdf.
8. **Academic record:** The College of Business and Analytics 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. Students may grant proxy access to 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, Communication Studies 101, Finite Math 139 and Macro Economics 241 and one year of English composition. English Composition I and II require a grade of C or better (a grade of C- is not sufficient; capstone option only requires one semester of English composition).

GRADING SYSTEM

1. Only SIU grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F and WF are included in the SIU GPA. Transfer work is not included in the SIU GPA. Please note if a course requires a minimum grade of C, a C- grade is not sufficient to meet this minimum requirement.
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 63 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 and is not counted in your GPA.
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.

For re-entry student information, contact the Director of Enrollment Management (Rehn 119) by email at rrichey@business.siu.edu or by phone at 618/453-7494.

SIU FINANCIAL AID RECIPIENTS

If transferring into the College of Business and Analytics from another college on campus or another university, after SIU financial aid has been awarded, contact the Financial Aid Office to determine if the award amount may be recalculated.

Student classification requirement hours

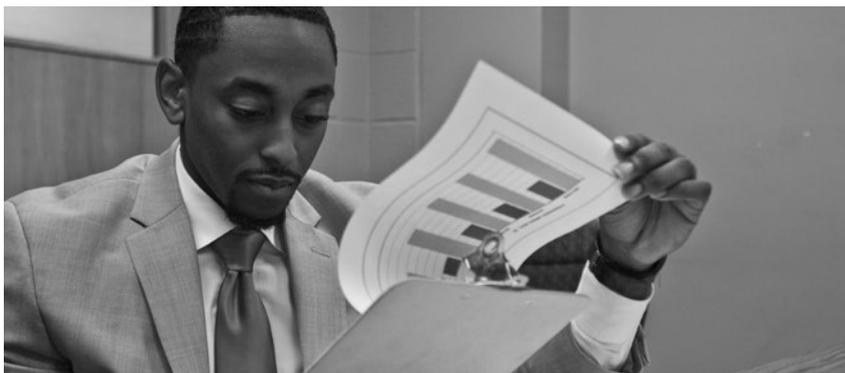
Student classifications (freshman, sophomore, etc.) are calculated by credit hours earned, not by the number of years in college or years at SIU.

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 Articulations and Evaluations in the Registrar's Office, or the Center for International Education for international students. University core curriculum equivalencies are determined by Articulations and Evaluations 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. Students 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; minimum 2.0 business GPA.
2. ENGL 101-3 or LING 101-3 (English Composition I) must be completed with a grade of C or better (a C- grade is not sufficient).
3. ENGL 102-3 or LING 102-3 (English Composition II) must be completed with a grade of C or better (a C- grade is not sufficient).

Additional grade point average requirements – college policy

1. Graduation from the College of Business and Analytics requires achievement of a 2.0 GPA in all business-prefix (ACCT, BUS, ECON, FIN, MGMT and MKTG) courses taken at SIU. ACCT 210, ECON 113, ECON 302 I and MGMT 170 are not calculated into the business-prefix grade point average.
2. In addition, students must earn a minimum grade of C (a C- grade is not sufficient) and a minimum 2.0 GPA in their major coursework (accounting, finance, management or marketing), to satisfy the requirements for their degrees.

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
A-	1.667	x	3	=	5.001
B+	1.333	x	3	=	3.999
B	1	x	3	=	3
B-	0.667	x	3	=	2.001
C+	0.333	x	3	=	0.999
C	0	x	3	=	0
C-	-0.333	x	3	=	-0.999
D+	-0.667	x	3	=	-2.001
D	-1	x	3	=	-3
F	-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 (both attempts must be at the same institution). 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.

Note: For courses that require a grade of C or higher, a C- grade will not satisfy this requirement.

Important: These points are added together for all business-prefix (ACCT, BUS, ECON, FIN, MGMT and MKTG) courses to calculate your College of Business and Analytics 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 students 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 and Analytics 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 and Analytics: business.siu.edu

Stay connected with the College of Business and Analytics. On the home page, 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, including emergency closure information.

Financial Aid Office: fao.siu.edu

The Financial Aid Office 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. Apply for College of Business and Analytics scholarships at scholarships.siu.edu.

Transfer credit information: articulation.siu.edu, iTransfer.org or transfer.siu.edu

Articulation.siu.edu includes listings of transfer course equivalencies from community colleges and other universities.

iTransfer.org is the hub for transfer information between colleges and universities in the state.

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

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 Curriculum 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 618/453-7496 or advisement@business.siu.edu, or visit business.siu.edu/services.

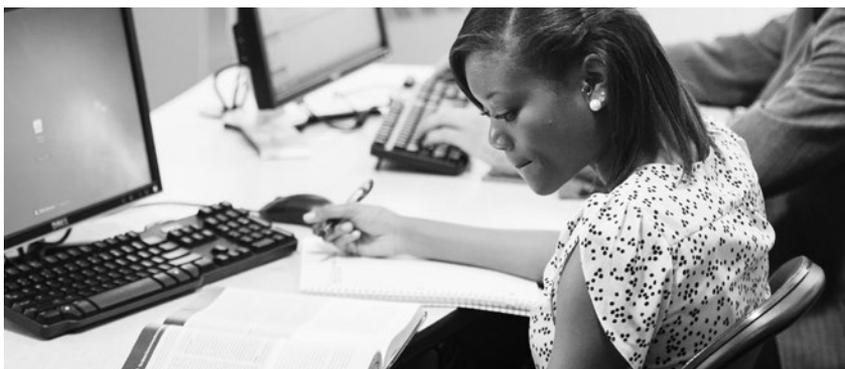
PERSONAL ADDRESS INFORMATION

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 at the Registrar's Office.

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 Gmail.



NETWORK ID AND SIU.EDU EMAIL SETUP INSTRUCTIONS

New students to SIU:

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

1. Go to **netid.siu.edu**.
2. Claim the Network ID by clicking on the “Claim” button and follow the instructions.

SIU email address:

SIU email addresses will be assigned after initial course 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 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 Analytics 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 and Analytics will be assigned an advisor. Students will complete the advisement process in the college's Undergraduate Advisement Office with their assigned advisor. Email and phone appointments are available under special circumstance. All students must contact the Undergraduate Advisement Office to receive a 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 with an advisor by calling 618/453-7496. When contacting the Undergraduate Advisement Office, 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 the Undergraduate Advisement Office 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. The course registration dates in this calendar are based on 16-week courses. 8-week courses fall under a different schedule. See your advisor for more information.

Week 1

Registration and registration changes:

1. Only walk-in advisement is 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 is 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 chair. Please see the Undergraduate Advisement Office to initiate the course add.
 - 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.php for more information.

Weeks 3-10

1. Drops without refund to avoid a grade must be processed by the end of week 10 for full-semester courses.
2. Advisement for future semesters. Plan early for the next semester. Avoid the rush – see your advisor now. Advisement continues through the advanced registration period. See the registrar's online calendar at registrar.siu.edu/calendars/registration.php.

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 Undergraduate 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 618/453-7496 or advisement@business.siu.edu.

Telephone and email

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

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. You can also view your degree audit in Degree Works. A link to Degree Works is available through SalukiNet
2. Check the Student Required Course Curriculum Posting Sheet on page 48 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 in 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 may 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 Withdraws and Petitions 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 Withdraws and Petitions, 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. Sixteen-week online semester-based courses offered through SIU Extended Campus: These courses follow the same calendar as on-campus courses. Students are responsible for observing drop deadlines. No late adds may be made after the 12th week of the semester. Drop deadlines follow the same timelines as those for on-campus sections.
2. All online business courses are identified by a 940 section.
3. 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 during fall or spring semesters, 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, director of undergraduate online student services review and associate dean approval is required for all exceptions. Program courses are designated by a business course prefix and a 940 section number.



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 Undergraduate 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 good student driver insurance discount or any other program that requires you to carry a certain course load for the term. 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 undergraduate 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.php** 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 AND ANALYTICS

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 2020

Total core curriculum = 39 semester hours

You must take the College of Business and Analytics 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.

Foundation Skills (13 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 139	Satisfies UCC Math Requirement	3
→	CMST 101	Intro to Oral Communication	3
*	UNIV 101 U	Saluki Success	3

* Cross-listed with other UNIV 101 sections

→ Denotes College of Business & Analytics requirement

COLLEGE OF BUSINESS AND ANALYTICS
University Core Curriculum effective Summer 2020 (194)

II. Disciplinary Studies (23 hours) Area

Fine Arts = (One course: 3 hours) Area		
AD 100 A	Foundation Studio A	3
AD 100 B	Foundation Studio B	3
AD 101	Intro to Visual Culture	3
ARC 231	Architectural History I	3
ARC 232	Architectural History II	3
ARC 314 I	Expressions in Architecture	3
CP 101 (H)	Film History and Analysis	3
CP 354 I	Mass Media Culture and American Studies	3
ENGL 119	Intro to Creative Writing	3
ENGL 206 A	Literature Among the Arts: Visual	3
ENGL 307 I	Film as Literary Art	3
FL 200 A	Masterpieces of World Lit: France and Francophone Countries	3
FL 200 B	Masterpieces of World Lit: Germany, Switzerland and Austria	3
FL 200 C	Masterpieces of World Lit: Spain	3
HIST 201	Art, Music and Ideas in the Western World	3
ID 231	Architectural History I	3
ID 232	Architectural History II	3
MUS 103	Music Understanding	3
MUS 106	The History of Rock and Roll	3
MUS 357 A	Music History I	3
MUS 357 B	Music History II	3
RTD 362 I	Sound of Art and Practice	3
THEA 101	Theater Insight	3
THEA 220	Freshman Theater Seminar	3
UHON 351 F	Honors Seminar in Fine Arts	3

Human Health = (One course: 2 hours) Area		
AH 241	Intro to Physiology & Anatomy	4
BIOL 202	Human Genetics and Human Health	2
HND 101	Personal Nutrition	2
KIN 101	Current Concepts of Physical Fitness	2
KIN 201	Movement Science	3
PH 101	Foundations of Human Health	2
PHSL 201	Human Physiology	3
PHSL 310	Principles of Physiology	5
REHB 205 (H)	Disability and Chronic Disorders	3
UHON 351 L	Honors Seminar Human Health	3

COLLEGE OF BUSINESS AND ANALYTICS
University Core Curriculum effective Summer 2020 (194)

Humanities = (Two courses: 6 hours) Area		
AD 207 A	Intro to Art History I	3
AD 207 B	Intro to Art History II	3
AD 207 C	Intro to Art History III	3
AD 358	Art of Small Scale Cultures	3
AD 368	Pre-Columbian Art	3
CHIN 120 A	Elementary Chinese	3
CHIN 120 B	Elementary Chinese	3
CHIN 201 A	Intermediate Chinese	3
CHIN 201 B	Intermediate Chinese	3
CHIN 370	Contemporary China	3
CLAS 130 A	Elementary Greek	3
CLAS 130 B	Elementary Greek	3
CLAS 133 A	Elementary Latin	3
CLAS 133 B	Elementary Latin	3
CLAS 201 A	Intermediate Greek	3
CLAS 201 B	Intermediate Greek	3
CLAS 202 A	Intermediate Latin	3
CLAS 202 B	Intermediate Latin	3
CLAS 230	Classical Mythology	3
CLAS 270	Greek Civilization	3
CLAS 271	Roman Civilization	3
CLAS 304	Ancient Philosophy	3
CLAS 315 I	Classical Themes and Contemporary Life	3
CP 358 I	Introduction to Peace Studies	3
EA 102	East Asian Civilization	3
EA 300	Masterpieces of East Asian Literatures	3
ENGL 121 (H)	Western Literary Tradition	3
ENGL 204	Literary Perspectives of the Modern World	3
ENGL 209	Introduction to Genre	3
FL 120 A	Beginning Sign Language	3
FL 120 B	Beginning Sign Language	3
FL 220 A	Intermediate ASL	3
FL 220 B	Intermediate ASL	3
FL 320	Caribbean Cultures and Literatures	3
FL 330	French Culture Through Cinema	3
FL 370	Deaf Culture	3

COLLEGE OF BUSINESS AND ANALYTICS
University Core Curriculum effective Summer 2020 (194)

GEOL 329 I (H)	Geomythology	3
GER 201 A	Intermediate German	3
GER 201 B	Intermediate German	3
GER 230	Germanic & Norse Mythology	3
HIST 101 A	History of World Civilization I: To Industrialization	3
HIST 101 B	History of World Civilization II: Since the Age of Encounter	3
HIST 203	Democracy, Civil Engagement and Leadership	3
HIST 207	World History	3
HIST 358 I	Introduction to Peace Studies	3
INTL 300	Introduction to International Studies	3
JPN 131 A	Elementary Japanese	3
JPN 131 B	Elementary Japanese	3
JPN 201 A	Intermediate Japanese	3
JPN 201 B	Intermediate Japanese	3
JPN 370	Contemporary Japan	3
JRNL 334	Ethics- Media/Culture/Society	3
JRNL 399	First Freedoms	3
LING 200	Language, Society and the Mind	3
MATH 300 I	History of Mathematics	3
PHIL 102	Intro to Philosophy	3
PHIL 103 A	World Humanities	3
PHIL 103 B	World Humanities	3
PHIL 104	Ethics	3
PHIL 105	Elementary Logic	3
PHIL 303 I	Philosophy and the Arts	3
PHIL 304	Ancient Philosophy	3
PHIL 305 A	Modern Philosophy	3
PHIL 305 B	Modern Philosophy	3
PHIL 307 I	Philosophy of Science, Nature and Technology	3
PHIL 309 I	Philosophy of Peace, Law and Justice	3
PHIL 334	Ethics - Media/Culture/Society	3
PHIL 340	Ethical Theories	3
PHIL 399	First Freedoms	3
PSYC 207	Peace Psychology	3
SPAN 201 A	Intermediate Spanish	3
SPAN 201 B	Intermediate Spanish	3
UHON 351 U	Honors Seminar in Humanities	3

COLLEGE OF BUSINESS AND ANALYTICS
University Core Curriculum effective Summer 2020 (194)

Science With Lab: Group I = (One course: 3 hours) Area		
CHEM 106	Chemistry and Society	3
CHEM 140 A	Chemistry	4
CHEM 200 (H) and CHEM 201	Intro to Chemical Principles/ General Chemistry Lab I	3 1
GEOG 104	Weather Climate Society	3
GEOG 303 I	Physical Geography of the Americas	3
GEOG 310 I	Digital Earth: Geospatial Techniques	3
GEO 111 and GEO 112	Geology and the Environment (Lecture) and Geology and the Environment (Lab)	2 1
GEO 113	Field Geology	1
GEO 121 and GEO 124	History of the Earth (Lecture) and History of the Earth (Lab)	2 1
GEO 122 and GEO 123	Natural Hazards and Catastrophes (Lecture) and Natural Hazards and catastrophes (Lab)	2 1
GEO 128 and GEO 129	The Dinosaur World and Dino Lab	2 1
GEO 130 and GEO 131	The Planets and The Planets Lab	2 1
GEO 220 and GEO 223	The Dynamic Earth and Intro Geology Lab	3 1
GEO 221 and GEO 224	Earth Through Time and Earth Through Time Lab	3 1
GEO 222 and GEO 223	Environmental Geology and Intro Geology Lab	3 1
GEO 225	Physical Geology in the Field	3
PHYS 101	Physics that Changed the World	3
PHYS 103	Astronomy	3
PHYS 205 C	University Physics	3
PHYS 203 A and PHYS 253 A	College Physics and College Physics Lab	3 1
PHYS 203 B and PHYS 253 B	College Physics and College Physics Lab	3 1
PHYS 205 A and PHYS 255 A	University Physics and University Physics Lab	3 1
PHYS 205 B and PHYS 255 B	University Physics and University Physics Lab	3 1
PHYS 305 and PHYS 355	Modern Physics and Modern Physics Lab	3 1
SCI 210 A	Integrated Science I	3
UHON 351 S	Honors Seminar in Science	3

Science With Lab: Group II = (One course: 3 hours) Area		
ANTH 240 A	Human Biology: An Intro to Biological Anthropology	3
BIOL 211	Intro Cell Biology and Genetics	4
BIOL 212	Intro Evolution and Ecology	4
BIOL 213	Intro Organismal Form Function	4
MICR 201	Elementary Microbiology	4
PLB 115/ZOOL 115	General Biology	3
PLB 117	Intro to Ethnobotany	3
PLB 200	General Plant Biology	4
PLB 301 I	Environmental Issues	3
SCI 210 B	Integrated Science II	3
UHON 351 S	Honors Seminar in Science	3
ZOOL 118	Principles of Animal Biology	4
ZOOL 220	Animal Diversity	5
PHSL 201 and PHSL 208	Human Physiology and Lab Experience in Physiology	3 1

Social Science

ECON 241	Intro to Macroeconomics	3
PSYC 102 or SOC 108	Intro to Psychology OR Intro to Sociology	3

COLLEGE OF BUSINESS AND ANALYTICS
University Core Curriculum effective Summer 2020 (194)

III. Integrative Studies (3 hours) Area		
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 307 I / WGSS 307 I	Women in Visual Arts: Social and Educational Contexts	3
AD 317 I	Contemporary Native American Art: Anthropological Perspective	3
AFR 215	Black American Experience in Pluralistic Society	3
AFR 325 / ENGL 325/ WGSS 325	Black American Writers	3
AFR 303 I / MUS 303 I / WGSS 303 I	Women, Blues and Literature	3
ANTH 202	America's Diverse Cultures	3
ANTH 204	Anthropology of Latino Cultures	3
AVM 298 / DH 298 / FL 298 / LING 298 / SOC 298 / WGSS 298	Multicultural Applied Experience	3
CCJ 203	Crime, Justice and Social Diversity	3
CDS 310	Cultural Diversity Aspects of Communication	3
CMST 201	Performing Culture	3
CMST 301 I	Communication Across Cultures	3
DH 417	Multicultural/Geriatrics/IPC	3
EDU 211	Diversity in Education	3
ENGL 205	The American Mosaic in Literature	3
ENGL 212 / HIST 212	American Studies	3
ENGL 225 / WGSS 225	Women in Literature	3
ENGL 301 I	Introduction to Literary Analysis	3
ENGR 304 I	History of American Technology	3
FR 200 / WGSS 200	Women in French and Francophone Literatures	3
HIST 202	America's Religious Diversity	3
HIST 212	American Studies	3
HIST 300	Origins of America 1492-1877	3
HTEM 256	Multicultural Foods	3
INTL 301	Working Internationally	3
KIN 210	Diversity in American Sport	3
LING 201	Language Diversity in the United States	3
LING 320 I / WGSS 320 I	Language, Gender and Power	3
MCMA 204	Alternative Media in a Diverse Society	3
MUS 203	Diversity and Popular Music in American Culture	3
PHIL 210	The American Mind	3
PHIL 211	Philosophy and Diversity: Gender, Race and Class	3
PHIL 308 I	Asian Religions: A Philosophical Approach	3

POLS 215	Politics of Diversity in the United States	3
POLS 352 I	Ethnicity, Nationalism and Culture	3
PSYC 223	Diversity in the Workplace	3
PSYC 233 / WGSS 233	Psychology of Gender in a Diverse Contest	3
SOC 215	Race and Ethnic Relations in the United States	3
SOC 223 / WGSS 223	Women and Men in Contemporary Society	3
SOC 304 I	Ethnicity, Nationalism and Culture	3
UHON 351 M	Honors Seminar in Multicultural	3
WGSS 301 I	Women in Science, Engineering and Technology	3

TOTAL CORE CURRICULUM = 39 semester hours

COLLEGE OF BUSINESS AND ANALYTICS

Effective Summer 2018 (184)

PROFESSIONAL BUSINESS CORE - 47 HOURS

Required of ALL business majors

COURSE	HRS	TITLE	NOTES	PREREQUISITE(S)
MATH 139	(3)	Finite Math		C or better in MATH 108
MATH 140	4	Short Course in Calculus		C or better in MATH 108
MGMT 202	3	Business Communications	3	ENGL 101 or ENGL 102
BUS 101	2	Open for Business		None
BUS 202	2	Business Career Transitions		MGMT 202 strongly recommended; Sophomore status
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 240	3	Intro to Microeconomics		Satisfy SIU math requirement
ECON 241	(3)	Intro to Macroeconomics		Satisfy SIU math requirement
FIN 270	3	Legal and Social Environment	2	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	Sophomore status
MGMT 318	3	Production-Operations Management	1	Sophomore status, MATH 139 or MATH 140; ACCT/FIN/MGMT 208
MGMT 345	3	Computer Info Systems	1	Sophomore status
MGMT 481	3	Administrative Policy		MGMT 304, 318, FIN 330, MKTG 304, senior status
MKTG 304	3	Principles of Marketing	1	Sophomore status
300-400 level CoBA elective	3	ACCT, BSAN, FIN, MGMT or MKTG (not ECON)		As required

Notes:

1. A minimum grade of C is a requirement for some major courses (a grade of C- is not sufficient).
2. FIN 280 (Bus Law I) is an approved substitute for FIN 270 and is highly recommended for accounting majors. Students are required to earn a grade of C or higher if they plan to also take FIN 380 (Bus Law II).
3. Students may substitute ENGL 290, ENGL 291 or WED 302 if necessary.

LEGEND OF ABBREVIATIONS AND TERMS

Abbreviations and terms

- **300- and 400-level College of Business and Analytics elective** - any 300- to 400-level course titled ACCT, BSAN, FIN, MGMT or MKTG
- **Business-prefix courses** - courses designated with these headings: ACCT, BSAN, 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 the University Core Curriculum.

The college enforces prerequisites, including class status. Where courses are shown as prerequisites, a passing grade (or higher if required) 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 (a C- is not sufficient).

Business Analytics: Students majoring in business analytics must earn a minimum grade of C in MGMT 345 (a C- is not sufficient).

Finance: Students majoring in finance must earn a minimum grade of C in ACCT 220, ACCT 230 and FIN 330 (a C- is not sufficient).

Management: Students majoring in management must earn a minimum grade of C in ACCT/FIN/MGMT 208, MGMT 304, MGMT 318 and MGMT 345 (a C- is not sufficient).

Marketing: Students majoring in marketing must earn a minimum grade of C in MKTG 304 and ACCT/FIN/MGMT 208 (a C- is not sufficient).

COLLEGE OF BUSINESS AND ANALYTICS (144) ACCOUNTING (ACCT)

MAJOR REQUIREMENTS – 30 HOURS

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

Select ONE course from the following:

Projected offerings:

COURSE	TITLE	PREREQUISITES	Summer	Fall	Spring
ACCT 411	Entrp. Networks and Communication	C or better in MGMT 345	Not currently available		
ACCT 465	Internal Auditing	ACCT major or minor		X	
ACCT 468	Forensic Accounting	ACCT major or minor	Not currently available		
ACCT 471	Government and Not for Profit Accounting	C or better in ACCT 321; ACCT major or minor	X		
ACCT 495	Internship	Outstanding accounting record; Dept approval; ACCT major or minor	X	X	X

Notes: Most 300- and 400-level College of Business and Analytics courses are restricted to College of Business and Analytics juniors and seniors. Select summer courses may only be offered online.

ACCOUNTING

(Bachelor of Science)

business.siu.edu/academics/dept/accounting

Dr. Marc Morris, director
School of Accountancy
232A 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.

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.

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/undergradatecatalog.php.

First Year		Fall	Spring
BUS 101, ENGL 102	Open for Business, Composition II	2	3
UNIV 101 U, MATH 139	Saluki Success, Finite Mathematics	1	3
ENGL 101, HUMAN HEALTH	Composition I, Select	3	2
MATH 140, PSYC 102/SOC 108	Short Course in Calculus, Introduction to Psychology or Introduction to Sociology	4	3
CMST 101, SCIENCE GROUP II	Intro to Oral Communication, Select	3	3
HUMANITIES	Select	3	-
	Total Hours	16	14

Second Year		Fall	Spring
ACCT 220, ACCT 230	Financial Accounting, Managerial Accounting	3	3
BUS 202, ACCT 360	Business Career Transitions, Accounting Systems Operations	2	3
ECON 241, ECON 240	Intro to Macroeconomics, Intro to Microeconomics	3	3
ACCT/FIN/MGMT 208, MGMT 304	Business Data Analysis, Intro to Management	3	3
MGMT 202, MGMT 345	Business Communications, Computer Information Systems	3	3
Elective	Select	1	-
	Total Hours	15	15

Third Year		Fall	Spring
ACCT 321, ACCT 322	Intermediate Accounting I, Intermediate Accounting II	3	3
ACCT 331, ACCT 341	Cost Accounting, Introduction to Taxation	3	3
FIN 280, ACCT 431	Business Law I, Advanced Cost Accounting	3	3
FIN 330, FIN 380 ²	Intro to Finance, Business Law II	3	3
MKTG 304, MGMT 318	Principles in Marketing, Production Operations Management	3	3
	Total Hours	15	15

Fourth Year		Fall	Spring
ACCT 421, ACCT ELECTIVE	Advanced Accounting, Select	3	3
ACCT 441, HUMANATIES	Advanced Tax, Select	3	3
ACCT 460, MULTICUTURAL	Auditing, Select	3	3
MGMT 481, SCIENCE GROUP I	Administrative Policy, Select	3	3
FINE ARTS, ELECTIVE	Select, Select	3	3
	Total Hours	15	15

Notes:

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. Finance 280 and Finance 380 are highly recommended for accounting majors. FIN 280 will substitute for FIN 270. FIN 380 will satisfy the 300-400 level Business elective.
3. MGMT 345 should be taken as early as possible to learn Excel skills used in other accounting courses.

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. 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.).

BUSINESS ANALYTICS

Dr. Kevin Sylwester, interim director
School of Analytics, Finance and Economics
138A Henry J. Rehn Hall
Telephone: 618/453-1421

The Bachelor of Science in Business Analytics prepares students for applying data analytics skills, artificial intelligence and machine learning knowledge to strengthen business strategies. Students will understand business and its environment, goals and strategies, recognize and understand business problems, develop questions and models for analysis, use of structured and unstructured data, business analytical techniques, artificial intelligence and machine learning skills to analyze and solve business problems, improving goals and making better decisions for the future.

MAJOR REQUIREMENTS - 30 HOURS

COURSE	TITLE	PREREQUISITE(S)
BSAN 401	Business Intelligence	C or better in MGMT 345
BSAN 402	Data Science I	C or better in BSAN 401
BSAN 403	Data Science II	C or better in BSAN 402
BSAN 404	Artificial Intelligence in Business	C or better in BSAN 401
BSAN 405	Machine Learning in Business	C or better in BSAN 404
BSAN 406	Information Visualization	C or better in BSAN 401
BSAN 407	Ethics of Analytics	
MGMT 360	Database Management	C or better in MGMT 345
MGMT 420	Introduction to Project Management	
MGMT 421	Information Systems Analysis & Design	C or better in MGMT 360

Note: Most 300- and 400-level College of Business and Analytics courses are restricted to College of Business and Analytics juniors and seniors. Select summer courses may only be offered online.

Business Analytics as a major

A major in Business Analytics requires students to earn a minimum grade of C (a grade of C- is not sufficient) in each of the courses taken to satisfy the requirements for the Business Analytics major, and students must earn a minimum 2.0 grade point average 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. For Business Analytics majors, Business Analytics courses completed more than seven calendar years prior to the current term must be repeated.

Our Analytics program is accredited by the Association to Advance Collegiate Schools of Business International. Graduate degrees available; Master in Business Administration (M.B.A.), Master of Accountancy (M. Acc.) and Doctor of Philosophy in Business Administration (Ph.D.).

COLLEGE OF BUSINESS AND ANALYTICS BUSINESS ANALYTICS (BSAN)

First Year		Fall	Spring
BUS 101, ENGL 102	Open for Business, Composition II	2	3
UNIV 101 U, MATH 139	Saluki Success, Finite Mathematics	1	3
ENGL 101, HUMAN HEALTH	Composition I, Select	3	2
MATH 140, PSYC 102/SOC 108	Short Course in Calculus, Introduction to Psychology or Introduction to Sociology	4	3
CMST 101, SCIENCE GROUP II	Intro to Oral Communication , Select	3	3
HUMANITIES	Select	3	-
	Total Hours	16	14

Second Year		Fall	Spring
ACCT 220, ACCT 230	Financial Accounting, Managerial Accounting	3	3
ECON 241, BUS 202	Intro to Macroeconomics, Business Career Transitions	3	2
ACCT/FIN/MGMT 208, ECON 240	Business Data Analysis, Intro to Microeconomics	3	3
MGMT 202, FIN 270	Business Data Analysis, Introduction to Management	3	3
SCIENCE GROUP I, HUMANITIES	Business Communications, Computer Information Systems	3	3
Elective	Select	-	1
	Total Hours	15	15

Third Year		Fall	Spring
BSAN 401, BSAN 402	Business Intelligence, Data Science I	3	3
BSAN 407, MGMT 318	Ethics of Analytics, Production Operations Management	3	3
MGMT 304, MGMT 360	Intro to Management, Database Management	3	3
MGMT 345, MKTG 304	Computer Information Systems, Principles of Marketing	3	3
FINE ARTS, MULTICULTURAL	Select, Select	3	3
	Total Hours	15	15

Fourth Year		Fall	Spring
BSAN 404, BSAN 403	Artificial Intelligence in Business, Data Science II	3	3
BSAN 406, BSAN 405	Information Visualization, Machine Learning in Business	3	3
FIN 330, MGMT 481	Intro to Finance, Administrative Policy	3	3
MGMT 420, CoB 300-400 ELECTIVE	Intro to Project Management, Select	3	3
MGMT 421, ELECTIVE	Business Analysis, Select	3	3
	Total Hours	15	15

COLLEGE OF BUSINESS AND ANALYTICS FINANCE (FIN)

MAJOR REQUIREMENTS - 27 HOURS

COURSE	TITLE	PREREQUISITE(S)
FIN 331	Investments	C or better in FIN 330
FIN 341	Financial Markets	C or better in FIN 330
FIN 361	Management of Business Finance	C or better in FIN 330
ACCT 321	Intermediate Accounting I	C or better in ACCT 220 and 230; MATH 140

GENERAL SPECIALIZATION: FIN 449, FIN 432 or 433, FIN 462 or 463 and TWO of (but not to include previous selection): FIN 432, 433, 434, 462, 463, 464, 469, 495.

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 Futures Markets	C or better in FIN 331		X	
FIN 433	Portfolio Theory and Management	C or better in FIN 331			X
FIN 434	Risk Management	FIN 432	COURSE NOT TAUGHT		
FIN 449	Management of Financial Institutions	C or better in FIN 330 and 341		X	X
FIN 462	Working Capital Management	FIN 361 or concurrent enrollment		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	
FIN 495	Internship	Department approval	X	X	X

Notes: Most 300- and 400-level College of Business and Analytics courses are restricted to College of Business and Analytics 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. Kevin Sylwester, interim director
School of Analytics, Finance and Economics
138A Henry J. Rehn Hall
Telephone: 618/453-1421

Finance is the budgeting, financing, investing and management of resources, with due regard to market prices for firms, individuals and governments. 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.pdf.

First Year		Fall	Spring
BUS 101, ENGL 102	Open for Business, Composition II	2	3
UNIV 101 U, MATH 139	Saluki Success, Finite Mathematics	1	3
ENGL 101, HUMAN HEALTH	Composition I, Select	3	2
MATH 140, PSYC 102/SOC 108	Short Course in Calculus, Introduction to Psychology or Introduction to Sociology	4	3
CMST 101, SCIENCE GROUP II	Intro to Oral Communication, Select	3	3
HUMANITIES	Select	3	-
	Total Hours	16	14

Second Year		Fall	Spring
ACCT 220, ACCT 230	Financial Accounting, Managerial Accounting	3	3
ECON 241, BUS 202	Intro to Macroeconomics, Business Career Transitions	3	2
ACCT/FIN/MGMT 208, ECON 240	Business Data Analysis, Intro to Microeconomics	3	3
MGMT 202, FIN 270	Business Data Analysis, Introduction to Management	3	3
SCIENCE GROUP I, HUMANITIES	Business Communications, Computer Information Systems	3	3
Elective	Select	-	1
	Total Hours	15	15

Third Year		Fall	Spring
FIN 330, FIN 331	Intro to Finance, Investments	3	3
ACCT 321, FIN 341	Intermediate Accounting I, Financial Markets	3	3
MKTG 304, FIN 361	Principles of Marketing, Management of Business Finance	3	3
FINE ARTS, MGMT 304	Select, Intro to Management	3	3
MULTICULTURAL, ELECTIVE	Select, Select	3	3
	Total Hours	15	15

Fourth Year		Fall	Spring
FIN ELECTIVE, FIN ELECTIVE	Select, Select	3	3
FIN ELECTIVE, FIN ELECTIVE	Select, Select	3	3
FIN ELECTIVE, MGMT 481	Select, Administrative Policy	3	3
MGMT 318, CoB 300-400 ELECTIVE	Production Operations Management, Select	3	3
MGMT 345, ELECTIVE	Computer Information Systems, Select	3	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. 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 AND ANALYTICS (194) MANAGEMENT (MGMT) FIRST-SECOND SPECIALIZATIONS

MAJOR REQUIREMENTS - 21 HOURS

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

1. GENERAL MANAGEMENT (select FOUR): MGMT 352, 385, 420, 431, 446, 447, 474, 485, 495

2. ENTREPRENEURSHIP: FIN 350, MGMT 350, MGMT 471 and select ONE of: MGMT 385, 420, 422, 431, 447, 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 or better in ACCT/FIN/MGMT 208, MGMT 318 & MGMT 345; MATH 139 and 140		X	
MGMT 360	Database Mgmt	C or better in MGMT 345		X	X
MGMT 362* A - E	Business Applications Programming	C or better in MGMT 345	VARIES		
MGMT 385	Human Resource Management	C or better in ACCT/FIN/MGMT 208 and MGMT 304; MATH 139	X	X	X
MGMT 411	Enterprise Networks and Communications	C or better in MGMT 345	VARIES		
MGMT 420	Introduction to Project Management				X
MGMT 421	Information Systems Analysis and Design	C or better in MGMT 360	VARIES		
MGMT 422	Business Systems Development	C or better in MGMT 360	VARIES		
MGMT 431	Organizational Design and Structures	C or better in MGMT 341		X	X
MGMT 446	Leadership and Managerial Behavior	C or better in MGMT 341		X	
MGMT 447	Training and Development Human Resources	MGMT 385 or PSYC 322		X	
MGMT 456	Managing Global E-Business Systems	C or better in MGMT 345	VARIES		
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 or better in MGMT 341			X
MGMT 495	Internship	MGMT major; Dept approval	X	X	X
*MGMT 362 A, B, C, D, E: up to three may be taken for credit					

Notes: Most 300- and 400-level College of Business and Analytics courses are restricted to College of Business and Analytics juniors and seniors. Select summer courses may only be offered online.

COLLEGE OF BUSINESS AND ANALYTICS (194) MANAGEMENT (MGMT) THIRD-FIFTH SPECIALIZATIONS

MAJOR REQUIREMENTS - 21 HOURS

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

3. SUPPLY CHAIN MANAGEMENT: MGMT 352, MGMT 452, and select TWO of: MGMT 385, 420, 447, 456, 495; IMAE 465, 470 A, 470 B

4. HUMAN RESOURCE MANAGEMENT: MGMT 385, and select THREE of: MGMT 352, 431, 447, 474, 485, 495; PSYC 307, 420

5. MANAGEMENT OF HEALTH CARE ENTERPRISES: MGMT 385; HCM 360 and select TWO of: MGMT 420, 447, 474, 485, 495; HCM 384, 385, 388, 420

Projected offerings:

COURSE	TITLE	PREREQUISITES	Summer	Fall	Spring
HCM 360	The U.S. Health Care System			X	X
HCM 384	Strategy and Marketing			X	X
HCM 385	Health Care Finance	UCC Math; ACCT 210 or ACCT 220		X	X
HCM 388	Legal Aspects of Health			X	X
HCM 420	Health Care Ethics			X	X
IMAE 465	Lean Manufacturing			X	
IMAE 470 A	Six Sigma Green Belt			X	
IMAE 470 B	Six Sigma Green Belt II	IMAE 307 (MATH 140 substitutes), IMAE 470 A			X
MGMT 352	Management Science	C or better in ACCT/FIN/MGMT 208, MGMT 318 and MGMT 345; MATH 139 and 140		X	
MGMT 385	Human Resource Management	C or better 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 or better in MGMT 341		X	X
MGMT 447	Training and Development Human Resources	MGMT 385 or PSYC 322		X	
MGMT 452	Supply Chain Transp. and Logistics	C or better in MGMT 318			X
MGMT 456	Managing Global E-Business Systems	C or better in MGMT 345	VARIES		
MGMT 474	Mgmt's Responsibility in Society	Senior status		X	
MGMT 485	Organizational Change and Development	C or better in MGMT 341			X
MGMT 495	Internship	MGMT major; Dept apprvl	X	X	X
PSYC 307	Social Psychology	PSYC 102	X	X	X
PSYC 420	Industrial/Organizational Psych.	PSYC 211 or ACCT/FIN/MGMT 208			X

Notes: Most 300- and 400-level College of Business and Analytics courses are restricted to College of Business and Analytics juniors and seniors. Select summer courses may only be offered online.

MANAGEMENT

**General Management, Entrepreneurship,
Supply Chain Management,
Personnel Management, Management of
Health Care Enterprises
(Bachelor of Science)
business.siu.edu/academics/dept/management**

Dr. John Goodale, interim director
School of Management & Marketing
210A Henry J. Rehn Hall
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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.php.

First Year		Fall	Spring
BUS 101, ENGL 102	Open for Business, Composition II	2	3
UNIV 101 U, MATH 139	Saluki Success, Finite Mathematics	1	3
ENGL 101, HUMAN HEALTH	Composition I, Select	3	2
MATH 140, PSYC 102/SOC 108	Short Course in Calculus, Introduction to Psychology or Introduction to Sociology	4	3
CMST 101, SCIENCE GROUP II	Intro to Oral Communication , Select	3	3
HUMANITIES	Select	3	
	Total Hours	16	14

Second Year		Fall	Spring
ACCT 220, ACCT 230	Financial Accounting, Managerial Accounting	3	3
ECON 241, BUS 202	Intro to Macroeconomics, Business Career Transitions	3	2
FIN 208, ECON 240	Business Data Analysis, Intro to Microeconomics	3	3
MGMT 202, FIN 270	Business Data Analysis, Introduction to Management	3	3
SCIENCE GROUP I, HUMANITIES	Business Communications, Computer Information Systems	3	3
Elective	Select		1
	Total Hours	15	15

Third Year		Fall	Spring
MGMT 304, MGMT 318	Intro to Management, Production Operations Management	3	3
MGMT 345, MGMT 341	Computer Information Systems, Organizational Behavior	3	3
FIN 330, MGMT 380	Intro to Finance, Managing Information Systems	3	3
FINE ARTS, MKTG 304	Select, Principles of Marketing	3	3
MULTICULTURAL, ELECTIVE	Select, Select	3	3
	Total Hours	15	15

Fourth Year		Fall	Spring
MGMT 483, MGMT 481	Advanced Production - Operations Management, Administrative Policy	3	3
MGMT ELECTIVE, MGMT ELECTIVE	Select, Select	3	3
MGMT ELECTIVE, MGMT ELECTIVE	Select, Select	3	3
CoB 300-400 ELECTIVE, ELECTIVE	Select, Select	3	3
ELECTIVE, ELECTIVE	Select, Select	3	3
	Total Hours	15	15

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. FIN 280 (Bus Law I) is an approved substitute for FIN 270 and is highly recommended for accounting majors.
6. Major option or major specialization.
7. Human Resource management specialization should take PSYC 102.

Management as a Major

It is strongly recommended that the courses listed above for the first two years be completed prior to the junior year. Many of these courses are prerequisites to later requirements. A 2.0 GPA in SIU Carbondale management courses is required for graduation. A C or better is required for all classes in the major area. 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 AND ANALYTICS (004) MARKETING (MKTG)

MAJOR REQUIREMENTS - 24 HOURS

COURSE	TITLE	PREREQUISITE(S)
MKTG 305	Consumer Behavior	
MKTG 329	Marketing Channels and Logistics	C or better in MKTG 304
MKTG 363	Integrated Marketing Communications	C or better in MKTG 304
*MKTG 480	Marketing Research and Analysis	C or better in ACCT/FIN/MGMT 208 and MKTG 304; MATH 139
*MKTG 493	Marketing Strategy	C or better in MKTG 305, 329, 363, 390

*MKTG 480 and 493 are not offered in summer terms.

Select THREE courses from the following:

Projected offerings:

COURSE	TITLE	PREREQUISITE(S)	Projected offerings:		
			Summer	Fall	Spring
MKTG 336	International Business	C or better in MKTG 304	ONLINE ONLY		
MKTG 364	Digital Marketing	C or better in MKTG 304		X	
MKTG 380	Professional Sales	C or better in MKTG 304		X	
MKTG 401	OmniChannel Retail Management	C or better in MKTG 304		X	
MKTG 405	Brand Management	C or better in MKTG 304		X	X
MKTG 435	International Mktg	C or better in MKTG 304	X	X	
MKTG 438	Sales Management	C or better in MKTG 304, MKTG 380 and MGMT 304			X
MKTG 439	Bus to Business Mktg	C or better in MKTG 304 and 329	VARIES		
MKTG 450	Small Business Marketing	C or better in MKTG 304			X
MKTG 452	Physical Distrib Mgmt	C or better in MKTG 304	VARIES		
MKTG 463	Advertising Management	C or better in MKTG 304 and 363			X
MKTG 489	Services Marketing	C or better in MKTG 304		X	
MKTG 494	Data Analysis in Marketing	C or better in MKTG 480			X
MKTG 495	Internship	MKTG 304, 305; Plus 1 additional MKTG course; 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	Marketing Insights	MKTG 304, 305, 363; Plus 2 MKTG electives; Dept apprvl; MKTG major; 3.0 BUS GPA and 3.4 MKTG GPA	Independent Study		

Notes: Most 300- and 400-level College of Business and Analytics courses are restricted to College of Business and Analytics juniors and seniors. Select summer courses may only be offered online.

MARKETING

(Bachelor of Science)

business.siu.edu/academics/dept/marketing

Dr. John Goodale, interim director
School of Management & Marketing
210A Henry J. Rehn Hall
Telephone: 618/453-7893

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.php.

First Year		Fall	Spring
BUS 101, ENGL 102	Open for Business, Composition II	2	3
UNIV 101 U, MATH 139	Saluki Success, Finite Mathematics	1	3
ENGL 101, HUMAN HEALTH	Composition I, Select	3	2
MATH 140, PSYC 102/SOC 108	Short Course in Calculus, Introduction to Psychology or Introduction to Sociology	4	3
CMST 101, SCIENCE GROUP II	Intro to Oral Communication , Select	3	3
HUMANITIES	Select	3	
	Total Hours	16	14

Second Year		Fall	Spring
ACCT 220, ACCT 230	Financial Accounting, Managerial Accounting	3	3
ECON 241, BUS 202	Intro to Macroeconomics, Business Career Transitions	3	2
ACCT/FIN/MGMT 208, ECON 240	Business Data Analysis, Intro to Microeconomics	3	3
MGMT 202, FIN 270	Business Data Analysis, Introduction to Management	3	3
SCIENCE GROUP I, HUMANITIES	Business Communications, Computer Information Systems	3	3
Elective	Select		1
	Total Hours	15	15

Third Year		Fall	Spring
MKTG 304, MKTG 305	Principles of Marketing, Consumer Behavior	3	3
FIN 330, MKTG 480	Intro to Finance, Marketing Research & Analysis	3	3
MGMT 304, MKTG ELECTIVE	Intro to Management, Select	3	3
FINE ARTS, MGMT 345	Select, Computer Information Systems	3	3
MULTICULTURAL, ELECTIVE	Select, Select	3	3
	Total Hours	15	15

Fourth Year		Fall	Spring
MKTG 329, MKTG 493	Marketing Channels & Logistics, Marketing Strategy	3	3
MKTG 363, MKTG ELECTIVE	Integrated Marketing Communications, Select	3	3
MKTG ELECTIVE, MGMT 481	Select, Administrative Policy	3	3
MGMT 318, ELECTIVE	Production Operations Management, Select	3	3
CoB 300-400 ELECTIVE, ELECTIVE	Select, Select	3	3
	Total Hours	15	15

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. FIN 280 (Bus Law I) is an approved substitute for FIN 270 and is highly recommended for accounting majors.
6. Major option or major specialization.

Marketing as a Major

It is strongly recommended that the courses listed above for the first two years be completed prior to the junior year. Many of these courses are prerequisites to later requirements. A 2.0 GPA in SIU Carbondale marketing courses is required for graduation. A C or better is required for all classes in the major area. 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.).

COLLEGE OF BUSINESS AND ANALYTICS MINORS

For business majors, the College of Business and Analytics 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 and Analytics 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 & Futures 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 480,493,495 and 499

A minor from the College of Business and Analytics requires students to earn a minimum grade of C (a C- is not sufficient) 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 and Analytics 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	3		
CMST 101	3		
UNIV 101 U	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 and Analytics requirements: 6 hours)			
ECON 241	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 AND ANALYTICS

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

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

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 and Analytics. rso.business.siu.edu/bap

Business Leadership Council is the coordinating organization for the College of Business and Analytics 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 Dennis Nasco at dnasco@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

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

Collegiate Future Business Leaders of America (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. rso.business.siu.edu/pbl

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

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. rso.business.siu.edu/salukiceo

Saluki Student Investment Fund provides students at SIU with hands-on experience in portfolio management and investment research. This includes managing a portion of the SIU Foundation portfolio with a midcap core strategy, as well as investing to maximize long-term capital appreciation. rso.business.siu.edu/ssif

Women's Business Association (WBA) is a student organization devoted to encouraging the success of women in business. This organization is open to 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 into different careers and industries. rso.business.siu.edu/wba

COLLEGE OF BUSINESS AND ANALYTICS STUDENT SERVICES

BUSINESS PLACEMENT CENTER

The College of Business and Analytics 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 corporate partners. 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
- Professional apparel available to check out

Business Career Tools

Business Career Tools is an online portal where you can access more than 1,500 articles and documents that can assist you with your career search, professionalism and applying to graduate school. This can be found on the Business Placement Center's website under the Student section. placement.business.siu.edu

Handshake

The College of Business and Analytics uses a career portal called Handshake that can be found on students' SalukiNet account. This is a top resource for searching for internship and career opportunities.

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 and Analytics strongly advises its students to gain practical experience via involvement in student clubs, community volunteer activities and/or externships, internships and part-time jobs.

After talking with your advisor about the timing of participating in an internship experience, visit the Business Placement Center to complete your intern form. By completing your intent to intern form, you are alerting us of your goal to complete an internship and we can begin assisting you in your search.

During the internship experience, you will have the chance to expand your knowledge about your chosen industry, refine career aspirations and expand your professional network. Students become more independent and self-confident while learning how to balance work. Also, research has shown that students are 62 percent more likely to have a job at graduation and to start their careers at a higher pay than students who do not complete an internship.

Please note: *The center has a cooperative agreement with the Career Development Center in the Student Services Building to share and disseminate information on campus-wide career workshops, career fairs, job postings and interviews, including sponsorship/payment of the UCS registration fee. Additional services offered by UCS may be located at careerdevelopment.siu.edu.*

OFFICE OF DIVERSITY AND INCLUSION

The ultimate goal of the College of Business and Analytics Office of Diversity and Inclusion 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 and Analytics. The primary objectives of the office 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 107. business.siu.edu/services/diversity

TUTORING SERVICES

The College of Business and Analytics Academic Success Center conducts tutoring for designated courses for College of Business and Analytics 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/ 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 Undergraduate Scholarships website at scholarships.siu.edu and must be submitted online. The application period is typically Oct.1 through Dec. 1. However, this date is subject to change.

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 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.

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 and Analytics 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.html for more information.

COLLEGE OF BUSINESS AND ANALYTICS UNDERGRADUATE ACADEMIC GRIEVANCE POLICY

Undergraduate students in the College of Business and Analytics 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 and Analytics 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 (grievant) 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 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

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/director 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.

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 and Analytics (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 and Analytics. 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 (appellant), she/he must file a written appeal with the dean of the College of Business and Analytics 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 dean 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 committee⁴. 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 AND ANALYTICS

The dean of the College of Business and Analytics 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 and Analytics 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 and Analytics makes the final decision within the College of Business and Analytics 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 AND ANALYTICS

If the individual is not satisfied with the decision of the dean of the College of Business and Analytics (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 and Analytics 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 and Analytics, Southern Illinois University Carbondale, from the Graduate Student Academic Grievance Policy.

GLOSSARY OF TERMS

ACCT Accounting major or School of Accountancy.

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

ADVANCED REGISTRATION Period of time (usually November through December and April 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 typically 30-minute sessions.

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.

BSAN Business Analytics major or business analytics program

CATALOG Publication containing SIU university policies, regulations and course descriptions.

CATALOG YEAR Date of catalog governing a student's curricular requirements.

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.

CoBA College of Business and Analytics.

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 and Analytics 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 and Analytics has implemented a differential tuition surcharge of 15 percent of applicable tuition for declared College of Business and Analytics majors and minors; the differential tuition surcharge will be assessed at the domestic tuition rate; the prior 2001 College of Business and Analytics 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 program.

GRADUATION APPLICATIONS Must be submitted to the Registrar's Office 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 in the summer may walk in either ceremony. All students must apply for graduation in order to have their degree conferred regardless of their intent to participate in a graduation ceremony.

GRIEVANCE PROCEDURE See ACADEMIC GRIEVANCE PROCEDURE in this handbook.

HONORS PROGRAM See University Honors Program.

INCOMPLETE (INC) See page 6 of this handbook.

INDEPENDENT STUDY The opportunity for students to study a particular topic individually with a faculty or staff member; initiated by the student and developed in consultation with 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. For freshmen, a major must be declared before earning 45 credit hours at SIU. For transfer students, a major must be declared before earning 26 credit hours at SIU. Business undecided is not considered a declared major for this purpose.

MGMT Management major or management program.

MINOR Not required in the College of Business and Analytics; consult the SIU Catalog for details.

MINORITY PROGRAM Refers to special programs run by the Office of Diversity and Inclusion in the College of Business and Analytics.

MKTG Marketing major or marketing program.

NEGATIVE POINTS See POINTS SYSTEM.

OFFICE OF WITHDRAWS AND PETITIONS 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 12. 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). The Undergraduate Advisement Office does not have the authority to approve more than 21 credit hours in the fall and spring semesters, or more than 15 in the summer.

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. Below are examples for three-credit-hour courses. Multiply the + or - points by the credit hours of the course.

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

$$A- = +1.667 \times 3 = +5.001$$

$$B+ = +1.333 \times 3 = +3.999$$

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

$$B- = +.667 \times 3 = +2.001$$

$$C+ = +.333 \times 3 = +.999$$

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

$$C- = -.333 \times 3 = -.999$$

$$D+ = -.667 \times 3 = -2.001$$

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

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

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 more than once. For students receiving a letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F and WF, 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. 300/400-level business courses are only allowed to be attempted twice. A W grade does not count as an attempt; however, a WF grade does count as an attempt.

RESIDENCY HOURS A total of 42 semester hours in residence at SIU is required. Residency credit is awarded for those courses for which the student has registered and earned a satisfactory grade at SIU.

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 university-wide 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.

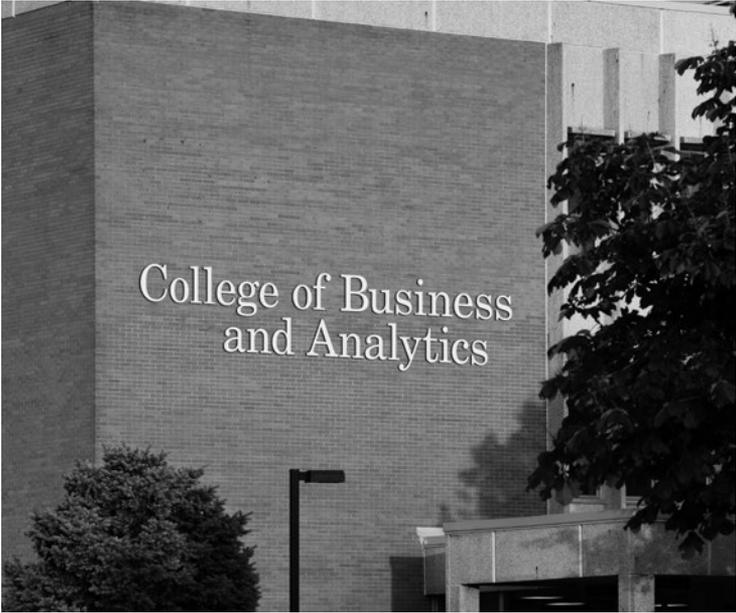
WEB REGISTRATION Course registration using salukinet.siu.edu.

WITHDRAWAL Must occur when a student wishes to stop attending classes. Students should consult with their advisors before dropping a course. The student who discontinues attendance from all courses must officially withdraw from the university through the Office of Withdrawals and Petitions. Consult the registration calendar for deadlines. Contact Withdrawals and Petitions 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:

**BRIDGETTE SARGENT
ASSISTANT DEAN OF STUDENT SERVICES
BSARGENT@BUSINESS.SIU.EDU**

**Or leave a message online at
BUSINESS.SIU.EDU/SERVICES**

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, Undergraduate	SSB first floor	536-4405	Disability Support Services	Student Health Center 220	453-5738
Agricultural Sciences, College of	Agriculture 201	453-2469	<i>E</i>		
Air Force ROTC	Kesnar Hall	453-2481	Economics	Faner A4121	536-7746
Anthropology	Faner C3525	536-6651	Ed & Human Services	Wham 122	453-2415
Applied Science & Arts	ASA 222	536-6682	Ed & Human Services, Advisement	Wham 122	453-6340
Architecture, School of	Quigley 410	453-3734	Ed Admin & Higher Ed, College of	Pulliam 131	536-4434
Army ROTC	Kesnar 106	453-5786	Engineering	Engineering E 102	453-4321
Art & Design, School of	Allyn Building	453-4315	Engineering, Advisement	Engineering D 104	453-2261
Art, Advisement	Allyn 103	453-4313	English	Faner 2380	453-5321
Athletics	Lingle 118	453-5311	English as a Second Language, Center for	Faner 3242	453-2265
Automotive Technology	Transportation Education Center	453-4024	Extended Campus	Northwest Annex A 134	453-3430
Aviation Flight	Transportation Education Center	453-8898	<i>F</i>		
Aviation Management	Transportation Education Center	453-1147	Finance (CoBA)	Rehn 134	453-2459
Aviation Technologies	Transportation Education Center	536-3371	Financial Aid	SSB 211	453-4334
<i>B</i>			First Year Advisement	SSB 110 A	453-4351
Biological Sciences	Life Science II Room 351	536-2314	Food & Nutrition	Quigley 209	453-5193
Black Affairs Council	Student Center, third floor	453-2534	Forestry	Agriculture 184	453-3341
Black Resource Center	Student Center 318	453-3918	<i>G</i>		
Bursar	SSB second floor 140	453-2221	Geography and Environmental Resources	Faner 4520	536-3375
Business, Dean	Rehn 114	453-3328	Geology	Parkinson 102	453-3351
Business, Advisement	Rehn 121	453-7496	Graduate School	SSB 321	536-7791
Business Placement Center	Rehn 113	453-2603	<i>H</i>		
<i>C</i>			Health Services	Student Health Center	453-3311
Career Development Center	SSB Suite 171	453-2391	History	Faner 3374	453-4391
Chemistry & Biochemistry	Neckers C 224	453-5721	Housing	SSB 410	453-2301
Clinical Center	Wham 141	453-2361	<i>I</i>		
Computer Science	Faner 2125	536-2327	Inclusive Excellence, Center for	Student Center 318	453-3740
Continuing Education & Outreach	Student Center, second floor	536-7751	Information, University Information Systems & Applied Technology	Student Center, Information Station	536-4636
				ASA 106 B	453-7253

DEPARTMENT	LOCATION	TELEPHONE	DEPARTMENT	LOCATION	TELEPHONE
IT Help Desk/Saluki Tech Center for International Education	Morris Library, first floor Woody 25	453-6280 536-7771 OR 453-5774	Psychology Public Health and Recreation Professions	Life Science II 281 Pulliam 307	536-2301 453-2777
<u>J</u>			<u>R</u>		
Journalism	Comm 1202	536-3361	Radio-Television	Comm. 1048	453-6902
<u>K</u>			Registrar's Office	SSB 251	453-2963
Kinesiology	Davies 107	536-2431	Rehabilitation	Rehn 319A	536-7704
<u>L</u>			<u>S</u>		
Languages, Cultures, and International Trade	Faner 2166	536-5571	Saluki Express Bus Service	Student Center	536-3351
Law, School of	Lesar Law	536-7711	Science, College of	Neckers A 157	536-6666
LGBTQ Resource Center	Student Center 318	453-5627	Science, Advisement	Neckers A 185	536-5537
Liberal Arts, College of	Faner 2427	453-2466	Social Work, School of	Pulliam 250	453-1235
Liberal Arts, Advisement	Faner 1229	453-3388	Sociology	Faner 3384	453-2494
Library Circulation	Morris Library, first floor	453-1455	Special Ed	Wham 223	536-7763
Linguistics	Faner 3234	536-3385	Student Employment Services	SSB 291	453-4629
<u>M</u>			Students' Rights and Responsibilities	SSB 497	536-2338
Management	Rehn 214	453-3307	<u>T</u>		
Marketing	Rehn 229	453-4341	Testing Services	Morris Library, 781	453-6008
Mass Comm. & Media Arts Comm.	1012	453-4308	Theater	Comm 1033	453-5741
Mathematics	Neckers A 357	453-5302	<u>U</u>		
Microbiology	Life Science II, 131	536-2349	University Honors	Morris 110	453-2824
Music	Altgeld 104 B	536-8742	<u>V</u>		
<u>N</u>			Veterans' Service Center	Woody B 381	453-1335
New Student Programs	Student Center, 219 A	453-1000	<u>W</u>		
Non-Traditional Student Services	SSB 484	453-7521	Wellness Center	Student Health Center 120	536-4441
<u>P</u>			Withdrawals & Petitions	SSB 251	453-7041
Parking Division	Trueblood Hall	453-5369	Women, Gender & Sexuality Studies	Faner 3341	453-5141
Payroll	Miles Hall	453-3392	Women's Resource Center	Student Center 318	453-4281
Philosophy	Faner 3065	536-6641	Workforce Ed. & Development	Pulliam 212	453-3321
Physics	Neckers A 483	453-2643	<u>Z</u>		
Plant Biology	Life Science II 420	536-2331	Zoology	Life Science II 351	536-2314
Police, Campus	Trueblood Hall	453-3771			

TRANSPORTATION

AMTRAK.....	800/872-7245
Greyhound.....	800/231-2222
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.....	618/566-5200
Lambert-St. Louis International Airport.....	314/890-1333
Ace Taxi 319 N. Illinois Ave., Carbondale, Illinois.....	618/549-8294
BART Transportation.....	800/284-2278
Saluki Express SIU Mass Transit System.....	618/536-3351

College of Business and Analytics

SIU
SOUTHWESTERN

Henry J. Rehn Hall

1025 LINCOLN DRIVE