

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

2023-2024 STUDENT HANDBOOK

COLLEGE OF BUSINESS AND ANALYTICS



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

BUSINESS PLACEMENT CENTER (Rehn 113)

Main office 618/453-2603

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OFFICE OF DIVERSITY AND INCLUSION (Rehn 107)

Main office 618/453-7485

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SCHOOL OF ACCOUNTANCY (Rehn 232)

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SCHOOL OF ANALYTICS, FINANCE AND ECONOMICS

FINANCE (Rehn 134)

Main office 618/453-2459

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MANAGEMENT (Rehn 214)

Main office 618/453-4341

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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 Admissions admissions.siu.edu
or 618/536-4405

TABLE OF CONTENTS

Your Advisement Office	2
Summary of Requirements for Undergraduate Degrees	4
Student Classification Requirement Hours (box)	8
GPA Requirements for Graduation.....	9
College Credit by Examination.....	11
Online Resources	12
Personal Address Information.....	13
siu.edu Email.....	14
Registration.....	15
Course Registration on SalukiNet.....	20
University Core Curriculum Requirements for College of Business and Analytics	22
Legend of Abbreviations and Terms	26
Professional Business Core.....	26
College of Business and Analytics Major Requirements	27
College of Business and Analytics Minors	45
College of Business and Analytics Professional Development Sequence	47
College of Business and Analytics Certificates.....	48
Student Organizations in the College of Business and Analytics	49
College of Business and Analytics Student Services	52
Business Placement Center.....	52
Office of Diversity and Inclusion	53
Tutoring.....	53
Scholarships	54
Study Abroad.....	54
SIU College of Business and Analytics Undergraduate Academic Grievance Policy.....	55
Glossary of Terms.....	56
Suggestions.....	61

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.



SUMMARY OF REQUIREMENTS

FOR COLLEGE OF BUSINESS AND ANALYTICS UNDERGRADUATE DEGREES

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 and a minimum 2.0 average for all major coursework. With the exception of ECON and EQE, students must earn a minimum grade of C (a grade of C- is not sufficient) in each of the courses taken to satisfy the requirements for their major (ACCT, BSAN, FIN, HTEM, MGMT, and MKTG) as well as earn a 2.0 GPA in all business prefix courses (ACCT, BSAN, BUS, ECON, FIN, HTEM, MGMT, MKTG and PADM).
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.php.

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). This email address 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' AACSB-accredited programs requires achievement of a 2.0 GPA in all business-prefix courses taken to satisfy the major requirements. ECON 113 and ECON 302I are not calculated into the business-prefix grade point average. A major in Hospitality, Tourism, and Event Management 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 Professional Core Requirement. Accounting; Business Analytics; Finance; Hospitality, Tourism, and Event Management; Management; and Marketing majors must earn a minimum grade of C (a grade of C- is not sufficient) and all majors, including Econometrics and Quantitative Economics and Economics, require a minimum 2.0 GPA in 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 in Accounting; Business Analytics; Finance; Hospitality, Tourism, and Event Management; Management; Marketing; and Public and Nonprofit Administration from the College of Business and Analytics, with the exception of Economics, requires a grade of C or better (a grade of C- is not sufficient) in each of the courses. Students in all minors with the exception of Economics must earn a minimum 2.0 GPA for those minor courses.
6. **Students on probation:** Students on probation may not take more than 14 credit hours per semester 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 **srr.siu.edu/student-conduct-code**.
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 authorizes proxy access. Students may grant proxy access to account information, financial aid and student records through the 'Proxy User Management' icon located in SalukiNet.
9. **University Core Curriculum (UCC) requirements:** Accounting, Business Analytics, Finance, Management, and Marketing majors must complete the following or their equivalents: Psychology 102 or Sociology 108, Finite Math 139 and Macro Economics 241.

Hospitality, Tourism, and Event Management majors are recommended to consider the following courses toward the partial fulfillment of their UCC requirements: Philosophy 104 and 105; Math 108, Psychology 102, Economics 113, and Hospitality, Tourism, and Event Management 256

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 59 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 Coordinator for Recruitment and Retention (Rehn 119) by email at riches@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 for those programs that fall under the purview of this accrediting body. 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. All majors require a minimum 2.0 SIU cumulative GPA and a minimum 2.0 major GPA for graduation. AACSB-accredited programs also require a minimum 2.0 business GPA, and HTEM requires a 2.0 GPA in all core requirements.
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' AACSB-accredited programs requires achievement of a 2.0 GPA in all business-prefix (ACCT, BSAN, BUS, ECON, FIN, HTEM, MGMT, MKTG and PADM) courses taken at SIU. ECON 113 and ECON 302I are not calculated into the business-prefix grade point average.
2. In addition, students in AACSB-accredited majors must earn a minimum grade of C (a C- grade is not sufficient) and a minimum 2.0 GPA in their major coursework (Accounting, Business Analytics, Finance, Management, or Marketing), to satisfy the requirements for their degrees.
3. A major in Hospitality, Tourism, and Event Management 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 Professional Core Requirement and the Hospitality, Tourism, and Event Management Core Requirement, and students must earn a minimum 2.0 grade point average for those major courses.

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 recognition at Honor's Day and 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, BSAN, BUS, ECON, FIN, HTEM, MGMT, MKTG and PADM) 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, Finance, 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. Accounting, Business Analytics, Finance, Management, and Marketing students have specific core classes they are required 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 Undergraduate 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 cancellations, 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.



SIU.EDU EMAIL

If you encounter technical difficulties or have questions about your SIU email, please contact SalukiTech at SalukiTech@siu.edu or by calling 618/453-5155. More information can be found at oit.siu.edu/salukitech.

To check your siu.edu email:

1. Use any web browser and go to office.siu.edu, then follow the on-screen instructions or locate the 'SIU Email' icon located in your SalukiNet account.
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. Virtual and phone appointments are available under special circumstance. All students are highly encouraged to meet with their assigned advisor. Students not in good academic standing are required to meet with their assigned advisor to receive a registration user number (RUN) each semester to register for classes.

The university posts a new schedule of classes that lists all of the course offerings for the following 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 through the advisement campaign sent to your siu.edu email or by calling 618/453-7496. When contacting the Undergraduate Advisement Office, please be prepared to provide your Dawg Tag number, major, and your preferred day and time of appointment.

If you cannot keep your scheduled appointment time, 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 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. 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 will open during this period. It is important to schedule an advisement appointment so you are prepared to enroll in your classes when registration opens. 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 opens for the next semester. Summer, fall and spring registration should be completed through SalukiNet. If you have not spoken with your academic advisor regarding advisement for the upcoming semester, it is strongly recommended that you schedule an appointment before you enroll in classes.

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.

Virtual and telephone

Ideally, advisement is conducted in person; however, virtual 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 the 'Degree Works' icon located in your SalukiNet account.
2. 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 contact 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, permission from the instructor can be obtained via email if there is no waitlist available for the course. The request to exceed the capacity limit should be sent to the instructor directly. If permission is granted, the email should be sent to your advisor for the override to be applied to your account. 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

Changes to your schedule may be discussed with your advisor in Rehn 121. Before seeing your advisor, 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 Withdrawals 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 Withdrawals 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. Center for International Education, Undergraduate Scholarships, 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/webreg/index.php.

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 the CRN box located in the CRN tab of your registration page within SalukiNet for registration.

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 program coordinators provide permission for you to register for the class.

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.” The Degree Works platform located within your SalukiNet account will provide you with a listing of courses that will fulfill the categories within the UCC. Questions should be directed to your advisor.

University Core Curriculum effective Summer 2021

Total core curriculum = 39 semester hours

The following courses are required of the College of Business and Analytics’ AACSB-accredited programs and will count toward partial fulfillment of the university core curriculum. If you elect to take other classes, or have other classes in an area, you are still responsible to meet the college requirements. For a complete listing of categories within the University Core Curriculum and included courses, please view the Degree Works platform within your SalukiNet account.

University Core Curriculum Requirements		
ECON 241	Intro to Macroeconomics	3
MATH 139	Finite Mathematics	3
PSYC 102/ SOC 108	Intro to Psychology/Intro to Sociology	3

Hospitality, Tourism, and Event Management majors are recommended to take the following classes within the University Core Curriculum.

HTEM University Core Curriculum Recommendations		
ECON 113	Econ of Contemp Social Issues	3
HTEM 256	Multicultural Foods	3
MATH 108	College Algebra	3
PHIL 104	Ethics	3
PHIL 105	Elementary Logic	3
PSYC 102	Intro to Psychology	3

COLLEGE OF BUSINESS AND ANALYTICS

Effective Summer 2022 (224)

PROFESSIONAL BUSINESS CORE - 47 HOURS

Required of ACCT, BSAN, FIN, MGMT, and MKTG majors

COURSE	HRS	TITLE	NOTES	PREREQUISITE(S)
ACCT/ECON/FIN/ MGMT 208	3	Business Data Analysis (Statistics)	1	MATH 139
ACCT 220	3	Accounting I - Financial	1	Sophomore status
ACCT 230	3	Accounting II - Managerial	1	ACCT 220; Sophomore status
BUS 101	2	Open for Business		None
BUS 202	2	Business Career Transitions		MGMT 202 strongly recommended; 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	ACCT 220; MATH 140; ACCT/ECON/FIN/ MGMT 208
MGMT 202	3	Business Communications	3	ENGL 101 or ENGL 102
MGMT 304	3	Intro to Management	1	Sophomore status
MGMT 318	3	Production Operations Management	1	MATH 139 or MATH 140; ACCT/ ECON/FIN/MGMT 208; Sophomore status
MGMT 345	3	Computer Info Systems	1	Sophomore status
MGMT 481	3	Administrative Policy		FIN 330; MGMT 304, 318; MKTG 304; Senior status
MKTG 304	3	Principles of Marketing	1	Sophomore status
300-400 level CoBA Elective	3	ACCT, BSAN, ECON, FIN, HTEM, MGMT, MKTG or PADM		As required
MATH 139	3	Finite Math		C or better in MATH 108
MATH 140	4	Short Course in Calculus		C or better in MATH 108

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.

COLLEGE OF BUSINESS AND ANALYTICS

Effective Summer 2021 (214)

ECONOMETRICS AND QUANTITATIVE ECONOMICS

TECHNICAL ELECTIVES - 36 HOURS

Students will need to select 36 credit hours in the following courses in fields allied to Econometrics and Quantitative Economics: Accounting; Agribusiness Economics; Anthropology; Archeology; Business; Business Analytics; Computer Science¹; Economics²; Engineering; Finance; Geography; History; Hospitality, Tourism, & Event Management; Information Technology; Journalism; Languages, Cultures, & International Studies (with prefixes CHIN, FR, GER, INTL, JPN, LCIS, and SPAN); Linguistics; Management; Marketing; Mathematics¹; Paralegal Studies; Philosophy; Political Science; Psychology; and Sociology.

¹ Only Computer Science and Mathematics credit hours above the eleven applied to the major apply to the Technical Electives.

² Economics courses required of the major (ECON 208, 240, 241, 340, 341, 463 and 465) may not apply to the Technical Electives.

ECONOMICS TECHNICAL ELECTIVES - 38 HOURS

Students will need to select 38 credit hours in the following courses in fields allied to Economics: Accounting; Agribusiness Economics; Anthropology; Archeology; Business; Business Analytics; Computer Science; Engineering; Finance; Geography; History; Hospitality, Tourism, and Event Management; Information Technology; Journalism; Languages, Cultures, and International Studies (with prefixes CHIN, FR, GER, INTL, JPN, LCIS, and SPAN); Linguistics; Management; Marketing; Mathematics; Paralegal Studies; Philosophy; Political Science; Psychology; Sociology.

COLLEGE OF BUSINESS AND ANALYTICS

Effective Summer 2022 (224)

PROFESSIONAL BUSINESS CORE - 23 HOURS*

Required of Hospitality, Tourism, and Event Management Majors

COURSE	HRS	TITLE	PREREQUISITE(S)
ACCT 220	3	Accounting I - Financial	Sophomore status
ACCT 230	3	Accounting II - Managerial	ACCT 220; Sophomore status
BUS 101	2	Open for Business	None
FIN 270/FIN 280	3	Legal and Social Environment/ Business Law I	Sophomore status
MGMT 202	3	Business Communications	ENGL 101 or 102
MGMT 345/CS 200B	3	Computer Info Systems/ Computer Concepts	Sophomore status
MKTG 304	3	Principles of Marketing	Sophomore status
BSAN 401/MATH 282/ MGMT 208/SOC 308	3	Business Intelligence/Intro to Statistics/Business Data Analysis/Statistics for Social Science	MATH 101 or 108 (Depending on class selected.)

Notes:

* All courses in the above table require a minimum grade of C (a grade of C- is not sufficient).

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, ECON, FIN, HTEM, MGMT, MKTG or PADM. Lower level courses articulated as upper level courses may not be used to satisfy this requirement
- **Business-prefix courses** - courses designated with these headings: ACCT, BSAN, BUS, ECON, FIN, HTEM, MGMT, MKTG. PADM
- **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).

Hospitality Tourism, and Event Management: Students majoring in Hospitality, Tourism, and Event Management must earn a minimum grade of C in all courses under this category (a C- is not sufficient).

Management: Students majoring in Management must earn a minimum grade of C in ACCT/ECON/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/ECON/FIN/MGMT 208 (a C- is not sufficient).

ACCOUNTING (ACCT)

(Bachelor of Science)

business.siu.edu/academics/bachelor/accounting.html

Dr. Xiaoyan (May) Bao, interim 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.

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
ACCT 331	Cost Accounting	C or better in ACCT 220 and 230; 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:		
COURSE	TITLE	PREREQUISITES
ACCT 411*	Entrp. Networks and Communication	C or better in MGMT 345
ACCT 465	Internal Auditing	ACCT major or minor
ACCT 468*	Forensic Accounting	ACCT major or minor
ACCT 471	Government and Not for Profit Accounting	ACCT major or minor
ACCT 495	Internship	Outstanding accounting record; Program approval; ACCT major or minor

*Not currently offered

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.

Accounting as a major

A major in Accounting 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 Accounting major, and students must earn a minimum 2.0 grade point average for those major courses. Accounting courses at the 300-400 level may be taken only two times; a student only has two attempts to pass the course. It is strongly recommended that students work closely with their academic advisor in order to ensure that the proper lower level courses are completed before the junior year. Many of these courses are prerequisites to later requirements. For Accounting majors, accounting courses completed more than seven calendar years prior to the current term must be repeated.

The School of Accountancy is accredited by the Association to Advance Collegiate Schools of Business International and is a member of the Federation of Schools of Accountancy.

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

BUSINESS ANALYTICS (BSAN)

(Bachelor of Science)

academics.siu.edu/business/business-analytics/bachelors/

Dr. Kevin Sylwester, 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	
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
SELECT TWO		
BSAN 420	Analytics of Project Management	
BSAN 421	Information Systems Analysis & Design	
BSAN 462	Working Capital Management	C or better in FIN 361 or concurrently enrollment
BSAN 463	Introduction to Applied Econometrics	C or better in ACCT/ECON/FIN/MGMT 208
BSAN 464	Forecasting and Capital Budgeting	C or better in FIN 361 or concurrently enrollment
BSAN 469	Financial Analytics and Security Valuation	C or better in FIN 361
BSAN 480	Marketing Research and Analysis	C or better in ACCT/ECON/FIN/MGMT 208 and MKTG 304; MATH 139
BSAN 491	Independent Project in Business Analytics	C or better in BSAN 401, BSAN 402, BSAN 403, and MGMT 360; Completion or concurrent enrollment in BSAN 406; Program approval
BSAN 494	Data Analysis in Marketing	C or better in MKTG 480
BSAN 495	Internship in Business Analytics	Program approval

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. Business Analytics courses may be taken only two times; a student only has two attempts to pass the course. It is strongly recommended that students work closely with their academic advisor in order to ensure that the proper lower level courses are 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.

The Business Analytics major 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.).

ECONOMETRICS & QUANTATIVE ECONOMICS

(Bachelor of Science)

academics.siu.edu/business/quantitative-economics/

Dr. Kevin Sylwester, director

School of Analytics, Finance and Economics

138A Henry J. Rehn Hall

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The study of economics examines how individuals, businesses, and other entities allocate resources to achieve their goals. A strong economics background can help one better conduct market analyses important for business, predict movements in financial markets, and understand effects of government policies. To pursue these endeavors, employers increasingly want students that have training in statistics, math, and computer programming as these employers will pay a premium to employees that have these skills. The Econometrics and Quantitative Economics (EQE) major is designed to provide these skills and to enable graduates to apply this training to economic issues.

MAJOR REQUIREMENTS - 33 HOURS

COURSE	TITLE	PREREQUISITES
ECON 208	Business Data Analysis	MATH 139
ECON 240	intro to Microeconomics	SIU math requirement
ECON 241	Intro to Macroeconomics	SIU math requirement
ECON 340	Intermediate Microeconomics	ECON 240
ECON 341	Intermediate Macroeconomics	ECON 241
ECON 463	Intro to Applied Econometrics	ECON 208 or equivalent
ECON 465	Mathematical Economics I	ECON 340 or 440 and MATH 140
Computer Science and Mathematics: Choose three of the following CS and MATH courses. At least three credit hours must come from CS and three credit hours from MATH.		
CS 202	Intro to Computer Science	C or better in MATH 111 or equivalent
CS 215	Discrete Mathematics	C or better in MATH 111 or equivalent
CS 220	Programming with Data Structures	C or better in CS 202 and 215
CS 221	Intro to Internet and Mobile Computing	C or better in CS 202
CS 300*	Intro to Linux	
CS 306	Linux/UNIX Programming	C or better in CS 220 and 221
MATH 150/151	Calculus I/Calculus I Enhanced	C or better in MATH 111 or 106/108 and 109
MATH 221	Intro to Linear Algebra	C or better in MATH 150/151
MATH 305	Intro to Differential Equations	C or better in MATH 250

COURSE	TITLE	PREREQUISITES
MATH 318*	Intro to Mathematics Software	B or better in MATH 150/151 or C or better in MATH 250
MATH 319	Intro to Abstract Algebra I	C or better in MATH 302
MATH 349	Intro to Discrete Mathematics	C or better in MATH 221 and 250; Co-requisite or prior completion of MATH 302
MATH 352	Theory of Calculus	C or better in MATH 302
MATH 380*	Elements of Probability	CS 202 and MATH 250
MATH 400	Interest Theory and Financial Derivatives	C or better in MATH 250

*Not currently available

Econometrics & Quantitative Economics as a major

Econometrics & Quantitative Economics majors must earn a minimum 2.0 GPA for major courses. It is strongly recommended that students work closely with their academic advisor to ensure that the proper lower-level courses are completed before the junior year. These courses may serve as prerequisites to later requirements.

Graduate degrees available: Master of Arts in Economics (M.A. ECON), Master of Business Administration (M.B.A.), Master of Science in Economics (M.S. ECON) and Doctor of Philosophy in Economics (Ph.D.).

ECONOMICS (ECON)

**Financial Economics Option,
General Economics Option,
International Economics Option,
Law and Economics Option
(Bachelor of Arts)**

business.siu.edu/academics/bachelor/econ.html

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

The study of economics examines how entities from individuals to nations allocate resources to achieve objectives congruent with their desires and interests. A strong economics background can help one better predict movements in stock markets, achieve a balance between economic policy and environmental goals, recognize the costs and benefits of increased globalization including international trade, and predict how different government policies influence the business cycle.

MAJOR REQUIREMENTS - 30 HOURS

COURSE	TITLE	PREREQUISITE(S)
ECON 208	Business Data Analysis	MATH 139
ECON 240	Intro to Microeconomics	SIU MATH requirement
ECON 241	Intro to Macroeconomics	SIU MATH requirement
ECON 340	Intermediate Microeconomics	ECON 240
ECON 341	Intermediate Macroeconomics	ECON 241

FINANCIAL ECONOMICS: Select TWO of: ECON 315, 416, FIN 330, 331, 341, 432, 433, or 469 (at least one must be ECON), and NINE additional credit hours within the ECON program (ECON courses).

GENERAL ECONOMICS: FIFTEEN credit hours within the ECON program (ECON courses).

INTERNATIONAL ECONOMICS: Select TWO of: ECON 329, 429, or FIN 464, and NINE additional credit hours within the ECON program (ECON courses).

LAW AND ECONOMICS: Select TWO of: ECON 302i, ECON 350, or FIN 380, and NINE additional credit hours within the ECON program (ECON courses).

COURSE	TITLE	PREREQUISITES
ECON 113	Economics of Contemporary Social Issues	
ECON 301	Economic Readings	Program approval
ECON 302i	History and Philosophy of the World's Economic Systems	
ECON 310	Labor Problems	ECON 240
ECON 315	Money and Banking	ECON 241
ECON 329	Intro to International Economics	ECON 240 and 241
ECON 333	Economics of the Environment	ECON 240 and 241
ECON 334	Health Economics	ECON 240
ECON 350	Law and Economics	ECON 240

COURSE	TITLE	PREREQUISITES
ECON 399	Internship in Economics	ECON 240 and 241; six additional ECON credit hours at SIUC; ECON major: Program approval
ECON 416	Financial Economics	ECON 315 or 341
ECON 429	International Trade and Finance	ECON 340 and 341
ECON 463	Intro to Applied Econometrics	ECON 208 or equivalent
ECON 479	Problems in Business and Economics	ECON 208 and 240

Economics as a major

Economics majors must earn a minimum 2.0 GPA for major courses. It is strongly recommended that students work closely with their academic advisor to ensure that the proper lower level courses are completed before the junior year. These courses may serve as prerequisites to later requirements.

Graduate degrees available: Master of Arts in Economics (M.A. ECON), Master of Business Administration (M.B.A.), Master of Science in Economics (M.S. ECON) and Doctor of Philosophy in Economics (Ph.D.).

FINANCE (FIN)

**Management Option, Institutions Option,
Investments Option, Economics
Option, General Option
(Bachelor of Science)**

business.siu.edu/academics/bachelor/finance.html

Dr. Kevin Sylwester, director
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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.

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

FINANCIAL MANAGEMENT: (F1) FIN 462, 463, and THREE of: FIN 432, 433, 434, 449, 464, 469, 495 or ECON 463

FINANCIAL INSTITUTIONS, OPTION A: (F12: Banking)

FIN 449 and FOUR of: FIN 432, 433, 434, 462, 464, 469, 495 or ECON 463

FINANCIAL INSTITUTIONS, OPTION B: (F12: Real Estate)

FIN 320, 322, and THREE of: FIN 432, 433, 434, 449, 462, 464, 469, 495 or ECON 463

INVESTMENTS: (F13) FIN 432, 433, and THREE of: FIN 434, 449, 462, 463, 464, 469, 495 or ECON 463

GENERAL SPECIALIZATION: (F14) 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 or ECON 463

FINANCIAL ECONOMICS: (F15) ECON 340 and 341. Select ONE of: ECON 416 or 463. Select TWO of the following: FIN 432, 433, 434, 449, 462, 463, 464, 469 or 495.

COURSE	TITLE	PREREQUISITES
FIN 320	Real Estate	
FIN 322	Real Estate Appraisal	
FIN 432	Options and Futures Markets	C or better in FIN 331
FIN 433	Portfolio Theory and Management	C or better in FIN 331
FIN 434*	Risk Management	FIN 432
FIN 449	Management of Financial Institutions	C or better in FIN 341
FIN 462	Working Capital Management	C or better in FIN 361 or concurrent enrollment

COURSE	TITLE	PREREQUISITES
FIN 463	Forecasting and Capital Budgeting	C or better in 361 or concurrent enrollment
FIN 464	International Financial Mgmt	C or better in FIN 331
FIN 469	Financial Analysis and Security Valuation	C or better in FIN 361
FIN 495	Internship	Program approval

*Not currently available

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 as a major

A major in Finance 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 Finance major, and students must earn a minimum 2.0 grade point average for those major courses. Finance courses at the 300-400 level may be taken only two times; a student only has two attempts to pass the course. It is strongly recommended that students work closely with their academic advisor in order to ensure that the proper lower level courses are completed before the junior year. Many of these courses are prerequisites to later requirements. For Finance majors, finance courses completed more than seven calendar years prior to the current term must be repeated.

The Finance major is accredited by the Association to Advance Collegiate Schools of Business International.

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

HOSPITALITY, TOURISM AND EVENT MANAGEMENT (HTEM)

(Bachelor of Science)

business.siu.edu/academics/bachelor/htem.html

Dr. John Goodale, interim director
School of Management and Marketing
233A Henry J. Rehn Hall
Telephone: 618/453-4341

The mission of the Hospitality, Tourism, and Event Management undergraduate program is to provide educational, research, and service activities with the goal of enabling students, as well as industry and community professionals, to function in an ever-changing environment. The program integrates many disciplines that address ongoing concerns and needs of the hospitality and tourism industry.

MAJOR REQUIREMENTS - 47 HOURS

COURSE	TITLE	PREREQUISITES
HTEM 202	Intro to Hospitality and Tourism	
HTEM 206	Food Service Sanitation	
HTEM 250	Intro to Professional Event Coordination	
HTEM 273	Hotel Administration	
HTEM 351	Destination Management	C or better in HTEM 202
HTEM 360	Quantity Food Production	C or better in HTEM 202 and HTEM 206 or concurrent enrollment; Sophomore status
HTEM 371A	Internship A	C or better in HTEM 202 and MGMT 202; Sophomore status; Majors only; Program approval
HTEM 371B	Internship B*	C or better in HTEM 202 and 371A and MGMT 202; Sophomore status; Majors only; Program approval
HTEM 373	Food and Labor Cost Control	C or better in HTEM 206 or concurrent enrollment; Sophomore status
HTEM 380	Hospitality Human Resources	C or better in HTEM 202
HTEM 400	Hospitality Seminar	C or better in HTEM 202; Junior status
HTEM 435	Hospitality Marketing Management	C or better in HTEM 202 and 351 and MKTG 304
HTEM 460	Hospitality Management Capstone	C or better in HTEM 202, 206, 360, and 373; Senior status
HTEM 461	Service Organization and Management	C or better in HTEM 202 and 380; Junior status
HTEM 465	Convention Management and Services	C or better in HTEM 202
HTEM 470	Hospitality Facilities Management	C or better in HTEM 202

*Students must complete an approved 400 hour internship before registration is granted for this course.

Hospitality, Tourism and Event Management as a major

A major in Hospitality, Tourism, and Event Management 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 major's Professional Business Core (see page 25) and the Hospitality, Tourism, and Event Management major requirements, and students must earn a minimum 2.0 grade point average for those major courses. All 300- and 400-level Hospitality, Tourism, and Event Management courses may be repeated for a grade only once.

Students pursuing HTEM on campus should plan to enroll in campus based sections.

Hospitality, Tourism, and Event Management is accredited by the Accreditation Commission for Programs in Hospitality Administration.

Graduate degrees available: Master of Business Administration (M.B.A.) and Master of Public Administration (M.P.A.)

MANAGEMENT (MGMT)

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

Dr. John Goodale, interim director
School of Management and Marketing
233A Henry J. Rehn Hall
Telephone: 618/453-4341

business.siu.edu/academics/bachelor/management.html

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.

MAJOR REQUIREMENTS - 21 HOURS

COURSE	TITLE	PREREQUISITE(S)
MGMT 341	Organizational Behavior	C or better in ACCT/ECON/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, 360, 385, 420, 431, 446, 447, 452, 474, 485 or 495
- 2. ENTREPRENEURSHIP:** FIN 350, MGMT 350, MGMT 471 and select ONE of: MGMT 385, 420, 422, 431, 446, 447 or 495
- 3. SUPPLY CHAIN MANAGEMENT:** MGMT 352, MGMT 452, and select TWO of: MGMT 385, 420, 421, 446, 447, 450, 456, 495; IMAE 465, 470A, 470B
- 4. HUMAN RESOURCE MANAGEMENT:** MGMT 385 and select THREE of: MGMT 352, 431, 446, 447, 474, 485, 495; PSYC 307, 420
- 5. MANAGEMENT OF HEALTH CARE ENTERPRISES:** (1) MGMT 385; select ONE from HCM 364, 366, 384, 390, or 410; (2) select TWO from MGMT 420, 421, 446, 447, 474, 485, 495, HCM 320, 364, 366, 384, 388, 390, 395, 410. No HCM courses taken in (1) above can be counted again in (2).

COURSE	TITLE	PREREQUISITES
MGMT 350	Small Business Management	
MGMT 352	Management Science	C or better in ACCT/ECON/FIN/MGMT 208, MGMT 318 and MGMT 345; MATH 139 and 140
MGMT 385	Human Resource Management	C or better in ACCT/ECON/FIN/MGMT 208 and MGMT 304; MATH 139
MGMT 420	Intro to Project Management	
MGMT 421	Information Systems Analysis and Design	
MGMT 431	Organizational Design and Structures	C or better in MGMT 341
MGMT 446	Leadership and Managerial Behavior	C or better in MGMT 341
MGMT 447	Training and Development	C or better in MGMT 385 or PSYC 322 or concurrent enrollment

COURSE	TITLE	PREREQUISITES
MGMT 450	Operations Strategy	C or better in MGMT 318
MGMT 452	Supply Chain Transportation and Logistics	C or better in MGMT 318
MGMT 471	Seminar in Entrepreneurship	Program approval
MGMT 474	Management's Responsibility in Society	Senior status
MGMT 485	Organizational Change and Development	C or better in MGMT 341
MGMT 495	Internship	MGMT major; Program approval
FIN 350	Small Business Financing	ACCT 220 and 230; ECON 240
HCM 320	Health Policy and Politics	
HCM 364	Organizational Behavior in Healthcare Organizations	
HCM 366	Health Information Management	C or better in AH 105, ENGL 101, and UCC Math
HCM 384	Strategic Planning and Marketing in Health Care	
HCM 388	Legal Aspects and Current Issues in Health Care	
HCM 390	Human Resources in the Health Professions	C or better in ENGL 101
HCM 395	Health Care Ethics	C or better in ENGL 101
HCM 410	Operations Management and Quality Improvement in Health Care	
IMAE 465	Lean Manufacturing	
IMAE 470A	Six Sigma Green Belt I	
IMAE 470B	Six Sigma Green Belt II	IMAE 307 or MATH 140 or MATH 150; IMAE 470A
PSYC 307	Social Psychology	PSYC 102
PSYC 420	Industrial/Organizational Psychology	PSYC 211

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.

Management as a Major

A major in Management 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 Management major, and students must earn a minimum 2.0 grade point average for those major courses. Management courses at the 300-400 level may be taken only two times; a student only has two attempts to pass the course. It is strongly recommended that students work closely with their academic advisor in order to ensure that the proper lower level courses are completed before the junior year. Many of these courses are prerequisites to later requirements.

The Management major is accredited by the Association to Advance Collegiate Schools of Business International.

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

MARKETING (MKTG)

(Bachelor of Science)

business.siu.edu/academics/bachelor/marketing.html

Dr. John Goodale, interim director

School of Management and Marketing

233A Henry J. Rehn Hall

Telephone: 618/453-4341

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

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, and 480

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

Select THREE courses from the following:

COURSE	TITLE	PREREQUISITE(S)
MKTG 336	International Business	C or better in MKTG 304
MKTG 364	Digital Marketing	C or better in MKTG 304
MKTG 380	Professional Sales	C or better in MKTG 304
MKTG 391	Diversity and Inclusion Marketing	C or better in MKTG 304
MKTG 401	OmniChannel Retail Management	C or better in MKTG 304
MKTG 405	Brand Management	C or better in MKTG 304
MKTG 435	International Marketing	C or better in MKTG 304
MKTG 438^	Sales Management	C or better in MKTG 304, MKTG 380 and MGMT 304
MKTG 450	Small Business Marketing	C or better in MKTG 304
MKTG 463	Advertising Management	C or better in MKTG 304 and 363
MKTG 489	Services Marketing	C or better in MKTG 304
MKTG 491	Sports Marketing	C or better in MKTG 304
MKTG 494^	Data Analysis in Marketing	C or better in MKTG 480
MKTG 495	Internship	Program approval
MKTG 496	Field Sem in Intl Bus	MKTG 304
MKTG 499 A	Marketing Insights	MKTG 304, 305, 363 and two MKTG electives; 3.4 SIUC GPA or better and 3.0 GPA in upper level College of Business and Analytics courses.

^Not currently available

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.

Marketing as a Major

A major in Marketing 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 Marketing major, and students must earn a minimum 2.0 grade point average for those major courses. Marketing courses at the 300-400 level may be taken only two times; a student only has two attempts to pass the course. It is strongly recommended that students work closely with their academic advisor in order to ensure that the proper lower level courses are completed before the junior year. Many of these courses are prerequisites to later requirements.

The Marketing major is accredited by the Association to Advance Collegiate Schools of Business International.

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

COLLEGE OF BUSINESS AND ANALYTICS MINORS

The College of Business and Analytics offers eight minors: Accounting; Business Analytics; Economics; Finance; Hospitality, Tourism, and Event Management; Management; Marketing; and Public and Nonprofit Administration. The upper-level 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 Accounting I - Financial	3 hours
ACCT 230 Accounting II - Managerial	3 hours
Accounting electives (nine hours, 300- and 400-level):	
ACCT	3 hours
ACCT	3 hours
ACCT	3 hours

BUSINESS ANALYTICS – 15 HOURS

Required:

BSAN 401 Business Intelligence
BSAN 402 Data Science I
BSAN 404 Artificial Intelligence in Business
BSAN 406 Information Visualization
Choose ONE course from the following:
BSAN 403 Data Science II
BSAN 405 Machine Learning in Business
BSAN 407 Ethics of Analytics
MGMT 421 Information Systems Analysis & Design

ECONOMICS – 15 HOURS

Required:

ECON 208 Business Data Analysis	
ECON 240 Intro to Microeconomics	
ECON 241 Intro to Macroeconomics	
Economics electives (six hours):	
ECON	3 hours
ECON	3 hours

NON-ELIGIBLE COURSES FOR MINOR: ECON 301 and 399

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 and Capital Budgeting	3 hours

Investments:

FIN 330 Introduction to Finance	3 hours
FIN 331 Investments	3 hours
FIN 432 Options and Futures Markets	3 hours
FIN 433 Portfolio Theory and Management	3 hours

HOSPITALITY, TOURISM, & EVENT MANAGEMENT - 15 HOURS

Required:

HTEM 202 Intro to Hospitality and Tourism

Select ONE from:

HTEM 250 Intro to Professional Event Coordination

HTEM 273 Hotel Administration

HTEM 351 Destination Management

Or a combination of:

HTEM 206 Food Service Sanitation

HTEM 360 Quantity Food Production

HTEM electives (9 hours):

HTEM

HTEM

HTEM

SELECT FROM: HTEM 206, 250, 273, 302, 321, 325, 335, 340, 351, 360, 372, 373, 380, 415, 435, 461, 465, 470 or 472.

MANAGEMENT FOR BUSINESS MAJORS - 12 HOURS

Required:

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, 345 and 481

MARKETING - 15 HOURS

Required:

MKTG 304 Principles of Marketing	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 and 499A

PUBLIC AND NONPROFIT ADMINISTRATION - 15 HOURS

Required:

PADM 340 Introduction to Public Administration

PADM 349 Management of Nonprofit Organizations

PADM electives (nine hours):

PADM	3 hours
PADM	3 hours
PADM	3 hours

hoursSELECT FROM: PADM 322, 332, 334, 335, 343, 344 or 347 or
HTEM 351 or MGMT 341 or 385

It is recommended that you consult an advisor in the College of Business and Analytics about declaring a minor.

A minor in ACCT, BSAN, FIN, HTEM, MGMT, MKTG and PADM 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.

Prerequisites will be enforced for the ECON minor.

For Economics and Hospitality, Tourism, and Event Management majors, a minor in Management consists of a minimum of 15 semester hours, including MGMT 304, MGMT 318, MGMT 345 and six credit hours in Management at the 300 level or above.

COLLEGE OF BUSINESS AND ANALYTICS PROFESSIONAL DEVELOPMENT SEQUENCE

In addition to the minors, the College of Business and Analytics also provides students with the opportunity to complete a professional development sequence (PDS) in food and beverage management. The PDS program is meant to boost job opportunities for students interested in management of food and beverage operations. The benefits of this program include opportunities to learn while working, to enhance participant knowledge, and improve opportunities in the work place. It facilitates prospective students to transfer earned program credits to pursue a B.S. degree in Hospitality, Tourism and Event Management at SIU. The additional advantage is an opportunity to obtain National Restaurant Association 'ManageFirst' certification. Students not wishing to pursue a baccalaureate must complete the unclassified undergraduate application. The requirements for the PDS are as follows:

FOOD AND BEVERAGE MANAGEMENT – 18 HOURS

Required:

HTEM 206 Food Service Sanitation

HTEM 335 Beverage Management

HTEM 360 Quality Food Production

HTEM 373 Food and Labor Cost Control

HTEM 380 Hospitality Human Resources

HTEM 460 Hospitality Management Capstone

COLLEGE OF BUSINESS AND ANALYTICS CERTIFICATES

Certificates are another credential provided by the College of Business and Analytics in the areas of Accounting and Hospitality, Tourism and Event Management.

ACCOUNTING – 30 HOURS

The Undergraduate Certificate in Accounting is for individuals who want intensive study in accounting without fulfilling all of the requirements for a bachelor's degree. The program is ideal for individuals who already have a bachelor's degree in a non-Accounting business field but need 30 credits of Accounting coursework to take the CPA exam; individuals desiring entry-level accounting positions that do not require a bachelor's degree; and students who are pursuing degrees at other institutions but spend a year at Southern Illinois University under a study abroad or other exchange program. The certificate requires students to complete a minimum of 30 semester hours of credit at Southern Illinois University. At least 21 of the credits must be in accounting courses and require a minimum grade of C (a grade of C- is not sufficient). The additional nine credit hours will be 300/400 level accounting courses (a minimum grade of C required; a grade of C- is not sufficient) or other 300/400 level business courses approved by the school as relevant to the study of accounting. (Candidates for the CPA exam must have a minimum of 30 credits in accounting courses.) The certificate is available to both residential and online students.

HOSPITALITY, TOURISM AND EVENT MANAGEMENT – 18 HOURS

The Undergraduate Certificate in Event Planning and Management is meant to enhance the marketability of students who wish to pursue careers in meeting and special event planning and management. Enrollment in Hospitality, Tourism and Event Management is not required to complete the certificate. While the certificate itself does not lead to a degree, courses can be counted as approved electives toward the Hospitality, Tourism and Event Management degree. Students not wishing to pursue a baccalaureate must complete the unclassified undergraduate application.

Required:

HTEM 250 Intro to Professional Event Coordination

HTEM 255 Virtual Event Management

HTEM 350 Event Entertainment and Production

HTEM 355 Sports Event Management

HTEM 450 Event Marketing and Sponsorships

HTEM 455 Event Risk Management and Safety

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

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

Association for Supply Chain Management (ASCM) is the largest non-profit association for supply chain, connecting companies around the world to the newest thought leadership on all aspects of supply chain.

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

Blockchain Economics Club is for students interested the blockchain principle and its application to markets & information exchange. Applications include digital currencies like Bitcoin, international trade, and business-to-business transactions. All students are welcome. Events include invited speakers, fun projects, and networking with blockchain enthusiasts at other schools and in industry.

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 Christie Mitchell at cmitchell@business.siu.edu. rso.business.siu.edu/blc

Eta Sigma Delta (ESD) is a hospitality honor society for students with a 3.00 GPA or above enrolled in hospitality programs which are institutional members of the International Council of Hotel, Restaurants, and Institutional Education (ICHRIE). Members are dedicated to Excellence, Leadership, Creativity, Service, and Ethics.

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.

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

Smokin' Dawgs is led by the students and barbeque lovers of the Southern Illinois University community. Students work to perfect their BBQ and meat smoking skills and work with various SIU departments to cater events.

Southern Illinois Culinary Club is to promote interest in food, wine, local agriculture, exposure to different cuisines, networking, volunteering, education about food origins, culinary skills, and food preparation as well as nutrition.

Southern Illinois Economics Association is to promote interest in food, wine, local agriculture, exposure to different cuisines, networking, volunteering, education about food origins, culinary skills, and food preparation as well as nutrition.

The Society for Human Resources Management (SHRM) creates better workplaces where employers and employees thrive together. As the voice of all things work, workers and the workplace, SHRM is the foremost expert, convener and thought leader on issues impacting today's evolving workplaces. With nearly 325,000 members in 165 countries, SHRM impacts the lives of more than 235 million workers and families globally. Its mission is to empower people and workplaces by advancing HR practices and by maximizing human potential. The SIU chapter will bring students from all majors together to learn about how to manage the human resources (the people) in all types of organizations. It will help develop students for careers in human resources, leadership, and business ownership. Students will visit businesses, host guest speakers, compete in case studies, and discuss human resources issues

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

REHN 113

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

REHN 107

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 business.siu.edu/services/diversity

TUTORING SERVICES

REHN 10

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 September 1 through February 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 **siu.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgramAngular&id=10749** 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 located on business.siu.edu/_common/documents/handbook-ug/grievance.pdf. 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.

GLOSSARY OF TERMS

ACCT Accounting major or program.

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 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.

EQE Econometrics and Quantitative Economics major or program.

ECON Economics major or program.

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 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.

HONORS PROGRAM See University Honors Program.

HTEM Hospitality, Tourism and Event Management major or program.

INCOMPLETE (INC) See page 7 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 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 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.

PADM Public Administration minor or program.

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.

SENIOR INSTITUTION HOURS Of the 120 semester hours, a minimum of 42 hours at the 300 level or above must be earned at a senior-level institution.

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.

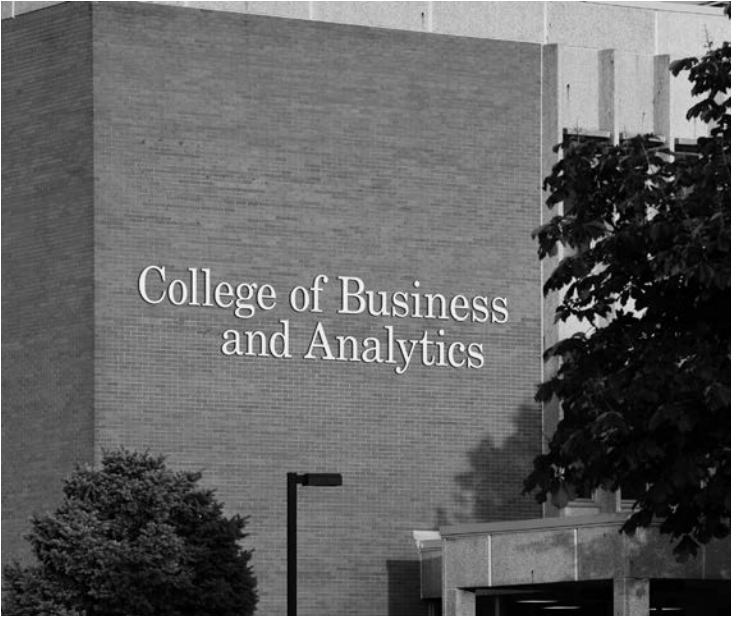
WEB REGISTRATION Course registration using salukinet.siu.edu.

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:

**KIM LITTLE
ACTING ASSISTANT DEAN OF STUDENT SERVICES
KLITTLE@BUSINESS.SIU.EDU**

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



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