

COLLEGE OF BUSINESS ONLINE ADVISOR

Summer 2009



This bulletin contains information for College of Business majors regarding registration, policies, curriculum changes, etc. We hope you will take a few minutes and read it. If you have questions, please let us know.

COMMUNICATION: Remember that e-mail is our official mode of communication of information (special announcements, weather-related bulletins, schedule changes, etc.).

PLEASE CHECK YOUR ASU E-MAIL ON A REGULAR BASIS .

COB ONLINE INFORMATION

http://www.athens.edu/college_business/

We want to encourage all students to review information posted on our website, particularly the following areas.

DISTANCE EDUCATION:

Here you will find detailed information which will increase your understanding of the distance learning technologies, will help you understand requirements and expectations for students taking distance learning classes, and enhance your level of success.

ADVISING AND SCHEDULING:

Check this site for general advising and scheduling information along with specific scheduling information for several minors and suggested models for all COB programs.

ESPECIALLY FOR NEW STUDENTS:

LIVETEXT is an electronic portfolio which is required in all "core" business courses (AC/MG 302, MG 320/GBA 300, MG 346, MG 350, MG 352, MG 390, MG 420, MG 480, MK 331).

Specified work in these courses will be placed in this portfolio and will be used in assessing student progress. This program will also provide students a digital professional development resource and a workspace for building and maintaining an online personal portfolio reflecting educational achievements, and may be used for developing career credentials. There is a one-time cost for this membership. Membership is available to you for a 3-year period while you are enrolled at ASU.

COURSE SEQUENCE INFORMATION

The following courses are recommended to be taken in a student's first term in the College of Business (all majors)

AC/MG 302 Management Information Systems

MG 320 Organizational Communication (*students who completed an equivalent course at another institution must complete GBA 300, a 1 SH business research skills class at ASU*)

MG 346 Principles of Management

For additional scheduling recommendations, please consult the ASU COB web page http://www.athens.edu/college_business/planning_your_schedule.php

WITHDRAWALS AND INCOMPLETES

Withdrawal: Please consult the online or printed schedule for withdraw dates for each specific part of term (full term, weekend, 1st half, 2nd half). **These dates will be strictly enforced!**

Withdrawal from a class is not complete until the student has been cleared through the Office of Admissions. Special regulations pertain to those receiving veteran's benefits or financial aid.

Incompletes are given only under extenuating circumstances and will not be approved after the published dates. To obtain an incomplete you must complete at least 60% of the term and 50% of the work for a given class. Please consult the [Catalog](#) for details regarding Incompletes.



If you have questions or need assistance, please contact us. E-mail is often the most efficient means of communication. E-mail addresses and telephone numbers are listed below:

Linda Shonesy, Dean

Linda.Shonesy@athens.edu

Trisha Chavanne, Admin.Asst.

Patricia.Chavanne@athens.edu
(256) 233-8117

Molly Pepper, Secretary

Molly.Pepper@athens.edu
(256) 233-8211

FALL REGISTRATION DATES:

JULY 7 - AUGUST 17 (PAYMENT DUE 8/17/09, 6 PM)

DROP/ADD/LATE REGISTRATION:

AUGUST 21-27 (PAYMENT DUE 8/27/09, 6 PM)

We encourage you to register as early as possible. Because of the time required to finalize the schedule and allow time for faculty to prepare for classes, decisions re cancellation of low enrollment classes will be made earlier than usual. This is particularly important for day and night classes. We want to offer classes in all formats, but can only do this if there is sufficient enrollment.

Please assist us by registering early!

Special advising time for fall registration is ongoing through July 13. If you are nearing graduation, or if you need assistance in planning your schedule, please contact your advisor. Office hours are posted online. If you are unsure of your advisor's name, contact Molly Pepper (molly.pepper@athens.edu) or Patricia Chavanne (patricia.chavanne@athens.edu).

NOTE:

When registering, please check your class selections to make sure you are aware of the format in which each class is offered. If you cannot determine the format from the registration screen, please consult the on-line schedule on the ASU web site: www.athens.edu/. Note that classes offered in "Blended" format have **required** on-site components.

PROGRESSION TOWARD GRADUATION:

The College of Business Faculty and Staff are available to assist you when you have questions regarding degree requirements. Keeping and updating your Plan of Study will help you complete requirements in a timely manner. If you do not have a copy of your plan of study, please contact your advisor or Molly Pepper (Molly.Pepper@athens.edu).

Any time you wish to make a change in your degree choice (change majors, add second major, minor, etc.), a "Change of Major" form must be completed and submitted to the Office of Admissions.

Graduation Planning:

We want to ensure that you are aware of all graduation requirements. The following points are sometimes overlooked by students when reviewing requirements:

- Of the total (124-125) semester hours required for graduation, a minimum of **60 semester hours of upper level credit (300/400 level) is required**, and a minimum of 33 semester hours must be completed with ASU.
- Please note that junior college (or 100/200-level) courses which may be accepted to meet a particular upper level (300/400 level) course requirement **DO NOT** count toward the required 60 semester hours of upper level credit.