

Advising Instructions – T. Langdon

Fall 2011

These are your advising instructions for registration for next semester. **Even if you are abroad this semester, the usual instructions still apply, and you must complete the required steps for your registration hold to be lifted.**

You can find a copy of these instructions, as well as useful links to help you with course registration, at:

<http://taxprof.langdon-gate.com/GSBInfo.html>

This Document is broken into Three Sections:

- I. General Advising Information
- II. Class & Major Specific Advising Information
- III. Miscellaneous Advising Information

Be sure to review all sections before developing your schedule.

I. General Advising Information

If any new or additional information becomes available, it will be posted at my [Advising Website](#), so check back frequently for updates.

BEFORE your advising session, you must complete the following:

EVERYONE:

1. Start with the program outline you provided to me last semester. If you are a first semester student, or do not have that file you will have to create one:
 - Download a copy of the program outline using the link below and fill it out for your major and catalog year (your catalog year is the year you were accepted into the business school) at Roger Williams University. You may also request a hard copy from the Dean's office, but I recommend use of the electronic copy so that you can minimize the work you will need to complete for advising sessions from semester to semester.
 - <http://rwu.edu/academics/schools-colleges/gsb/resources-forms>
 - Fill in the program outline, indicating the semester that you completed each course.
 - I strongly recommend that you download a magnetic copy of the program outline (if one is available) to fill in. You can use the same copy for future advising sessions, updating it for each semester's courses. This approach will save you time and effort during future advising sessions.

2. Review the material in the remainder of these instructions that pertains to you. Using that information, update your program outline to indicate the courses you plan to take next semester, denoting them “Spring 11.” To the extent that you can, indicate when you plan to take other required courses below the program outline box.
3. Make a list of the courses and sections you will sign up for. Refer to the course schedule and course schedule updates on the RWU website, located at:

<http://www2.rwu.edu/about/administration/registrar/courseschedules.htm>

Please note that full-time (day) students are not eligible to take on-line classes or distance (81 or 91) classes during the regular semester.

4. Email a completed copy of the updated program outline form and the list of your spring courses with section numbers to me at tlangdon@rwu.edu , and **include “Fall 2011 Advising” in the subject line of the email message. If this subject line is not included in your email message, you may not receive as quick a response from me.** Keep an electronic copy of the form for next semester and for senior audit.
5. When you have submitted the required material and you have seen me for an advising session, ***your hold will be released on the next available Hold Release date. There are no exceptions to this policy.*** If you wish your hold to be released on one of the following hold release dates, the required material must be submitted to me by noon of the business day prior to the Hold Release Dates listed below, and you must meet with me before the hold release date:

Hold Release Dates for Spring 2011	Info must be emailed by
October 25th	October 24th at Noon
October 26th	October 25th at Noon

IF YOU HAVE NOT SUBMITTED THE REQUIRED INFORMATION BY THE SPECIFIED DATE AND TIME, AND HAVE NOT MET WITH ME FOR AN ADVISING SESSION BEFORE THE HOLD RELEASE DATE, YOUR HOLD WILL NOT BE RELEASED UNTIL THE NEXT AVAILABLE HOLD RELEASE DATE – THERE ARE NO EXCEPTIONS.

- Schedule an appointment with me on the appointment sheets located outside my office, SB 103. You must have your program outline and your specific questions ready **before** you meet with me. If you have not completed the course outline and have not chosen course offerings for next semester to talk about, you will be required to reschedule your advising appointment, and complete these items prior to our meeting. There are no exceptions to this policy.

Note that if you do not complete the tasks set forth in these instructions, your hold will not be released, and this may impact your ability to register for your first choice of courses or for preferable course times.

6. **If you have difficulties registering** after I have lifted your hold:

- For closed courses, waiting lists for ALL School of Business classes will be available in the Dean's Office (SB 109).
- For other registration problems, please go to the School of Business Deans' Office. Dr. Grota has agreed to assist you while I am away. The Dean's office will help you solve the problem, or provide you with alternatives.

II. Class & Major Specific Advising Information

FRESHMEN:

- Register for either CORE 102 or CORE 104 in the Fall, and the other in the Spring.
- Consult the program outlines for course recommendations.
- First Year ***Business*** Majors are expected to complete the following in their first two semesters:

CORE 102	WTNG 220
CORE 104	BUSN 100
MATH.141 or 136 or 207 or 213	CIS 101 or CIS 105 (CIS 101 preferred)
MATH 124 or 315	ECON 101
WTNG 102	ECON 102

- Freshmen should not enroll in other (200+ level) GSB Courses, unless you came in with AP credit or other advanced college-level credits. To register for these courses, Deans Office permission is required unless you have sophomore status (27+ credit hours).
- Freshmen are strongly encouraged to develop multiple possible course selections/schedules, since they will register last.
- Avoid enrolling in night sections unless no other options are available.
- You are strongly encouraged to develop multiple possible course selections/schedules so that you have alternatives if your first choices are already full.

SOPHOMORES:

All rising sophomores should take ACCTG 101. If you get closed out of ACCTG 101, you should go to the Dean's Office (SB 109) and put your name on the waiting list.

During your sophomore year, you should complete:

MGMT 200

MRKT 200

FNCE 301 (Prerequisite: ACCT 101, ECON 101, MATH 141, MATH 124)

You must declare a core concentration by the end of the 1st Semester of your sophomore year. Download and complete the curriculum declaration form, found in the forms link at <http://rwu.edu/academics/schools-colleges/gsb/resources-forms>

and leave it for me to sign.

If you would like to complete your Internship in your Junior Year, I recommend that you meet with Ms. Finn (the Career Center representative at the Gabelli School of Business) during the fall of your Sophomore Year. Before you complete your internship, you will need to take a series of training sessions, and Ms. Finn will assist you in completing this process.

If you have decided on a major, it may be wise to change your advisor to a faculty member in your major area, since they will be better equipped to help you with career options/choices in your chosen field. If you wish to do this, see the Dean's office, and they will let me know who to transfer your file to.

JUNIORS:

Any GSB student with junior or higher status who has not declared a core concentration will not be allowed to register for classes. Students facing this prospect will be notified by the Dean's office. Please follow their instructions. In such a case there will be a dean's hold on your account which I cannot lift.

If required for your program, consider completing an Internship (See requirements below).

If you would like to complete your Internship in your Senior Year, I recommend that you meet with Ms. Finn (the Career Center representative at the Gabelli School of Business) during the fall of your Sophomore Year. Before you complete your internship, you will need to take a series of training sessions, and Ms. Finn will assist you in completing this process.

By your Junior year, you should have chosen a major. It may be wise to change your advisor to a faculty member in your major, since they will be better equipped to help you with career options/choices in your chosen field. If you wish to do this, see the Dean's office, and they will let me know who to transfer your file to.

SENIORS

- Completion of **Feinstein Service Learning** is a graduation requirement. If you do not have "FSL.999" on your transcript, then you have not completed the requirement. You must complete both the service and the paperwork in order to graduate.
- **Classes numbered 430** (MGMT 430, MRKT 430, FNCE 430 etc.) require the instructor's permission. Permission of the advisor is neither necessary nor sufficient.
- You may sign up for **MGMT 499 Business Policy** only if you have been notified of your eligibility by the Dean's office. The prerequisites are senior standing and completion of all Business Core courses. No exceptions. If you are eligible, paper permits will be available from the Dean's office. To register, you must tell the Dean's office which section you want, then go to the Registrar's Office to personally enroll in that section. No online registration is available for MGMT 499.

- If required by your program, and you have not already done so, consider completing an internship (see Miscellaneous Information Below). If you have not already done so in your Sophomore or Junior Year, you should consult with Ms. Finn (The Career Center Representative at the Gabelli School of Business) early in your Senior year to assist you in this process.
- If you plan to **graduate at the end of THIS academic year**, you must submit a degree application to the Registrar's office **now** if you haven't already. If you plan to **graduate at the end of NEXT semester**, you will be contacted soon asking for this form. You will find this application at <http://rwu.edu/academics/schools-colleges/gsb/resources-forms>

Study Abroad & Senior Seminar Information:

Students under the 2005 and previous catalogs who participated in an RWU approved study abroad program (for a minimum of four weeks) are not required to take CORE 4xx Senior Integrative Seminar. Students under the 2006 and subsequent catalogs must take CORE 4xx Senior Integrative Seminar. If you are under the 2005 catalog, you may take a non-business elective in place of the CORE 4xx Senior Integrative Seminar.

Miscellaneous Graduation Information for Seniors:

All students, regardless of catalog, must have 120 or more hours to graduate.

All students must have an overall 2.0 GPA to graduate. In addition, students must have a 2.0 GPA in their business Core Classes (including Math) and all courses taken in ACCTG, BUSN, MGMT, CIS, FNCE and MRKT.

FINANCE MAJORS

FNCE 260 is no longer offered.

If you have not taken FNCE 260 and your program calls for it, you must take FNCE 301 and it's prerequisites.

Prerequisites for FNCE 301 are ACCTG 101, MATH 141 AND MATH 124 or equivalents. ACCTG 102 is a prerequisite, but may be taken concurrently with FNCE 301. Prerequisites are strictly enforced.

Most upper division FNCE electives have the pre-requisite of a grade of C or better in FNCE 301. This will be enforced via an audit after Fall 2011 grades are issued.

MARKETING MAJORS

One of the five marketing electives that you take must be a senior business experience: MRKT 420, SBI, and internship or independent study.

Note: the 2002-3, 2003-4, and 2004-5 Program Outlines list MRKT 303 as a required course for the Marketing Analysis Track. It should be MRKT 315.

The marketing faculty has agreed to count CIS 350: Geographic Analysis of Data as a Marketing MRKT elective. This is a very useful course that shows the application of sophisticated GIS mapping software to business applications, and I strongly recommend that you take this course.

National Student Advertising Competition

- Students can participate in this competition in one of two ways
 - MRKT 302.01
 - MRKT 430.02
- Which one you choose will depend on the needs for your program.

III. Miscellaneous Advising Information

SPECIAL TOPICS COURSES

To enroll in any of the following special topics courses, you must get the signature of the faculty member and then go to the Dean's office for a confirmatory stamp. You will not be permitted to register for these courses without the special stamp from the Dean's Office. Permission from your advisor is neither necessary nor sufficient.

SUMMER & INTERSESSION COURSES

You may take courses for credit at other universities over the summer, but should receive clearance from the Deans Office before you enroll (A pre-approval form is available in the Dean's Office). The following are some guidelines

- i. RWU classes numbered 100 or 200 level may be taken at either a community college or a 4-year institution.
- ii. RWU classes numbered 300 or 400 level *may only be taken at a 4-year institution*, even though the 2-year institution offers a course with a 300 or 400 number.
- iii. Summer classes are often cancelled, so students should secure permission for a back-up course. Either a different course at the same institution OR the same course at a different school are good alternatives.
- iv. Students are responsible for checking the other school's guidelines regarding registration. In the past years, we have encountered serious issues regarding unique forms that need to be signed by RWU administrators, various requirements for proof of prerequisites, and deadlines. Given the budget crunch experienced by both private and public institutions, there may be a higher-than-usual demand for summer courses, so advise students to act early.

The only required business core class that cannot be taken elsewhere is MGMT 499.

“Day” (Full-time) students can take RWU online b-school courses during the summer, but must see Asst. Dean Grota for permission.

STUDENTS UNDER THE 2009-2010 AND LATER CATALOGS

In order to graduate, you must have at least one course that covers International Business (such as, for example, International Finance).

To graduate, you must also take MGMT 330 – Operations Management. Make sure you plan accordingly.

MISCELLANEOUS INFORMATION

- **If you are planning on studying abroad**
 - Prior to completing a semester abroad, you must complete all of your core curriculum courses (CORE 101 through 105).
- **Students with credit for ECON 100**
 - If you have this course on your transcript, you cannot take ECON 101 or ECON 102 for credit. If you would like to take more ECON courses, ECON 100 serves as a prerequisite for all upper division (200+) ECON classes.
- **Students who plan to take Upper Division Finance Classes**
 - In order to enroll in any class for which FNCE 301 is a prerequisite, you must have a minimum grade of C in FNCE 301. If you did not receive at least a C in that class, you must retake FNCE 301 before registering for other finance classes.
- **Non-Business Electives**
 - CIS courses are now considered non-business classes
 - The first 3 ECON courses that you take are NOT considered business electives. If you take 1 more ECON course in addition to ECON 101 and ECON 102, it will count as a non-business elective, but the 4th, 5th, etc. ECON courses will count as business electives.
- **Closed Courses**
 - The Deans office maintains a waiting list for all closed courses
 - If you would like to enroll for a closed course, sign up in the Dean’s office.
 - Being on a waiting list does not guarantee admission to class, especially if other sections of the same class are still open.
 - Preference on waiting lists is given to majors, then by class standing.
- **Pre-requisite Waivers**
 - All waivers of pre-requisites, including class standing, are done by the Deans office.
- **Core Concentrations**
 - All students must complete a Core Concentration (5 Courses)
 - Minors are optional.
 - Minor and Core concentration can be in the same area.
- **Online Courses**
 - Online Courses (Section 91) are not available to full-time undergraduate students during the Spring or Fall semesters.
 - Students interested in taking an online course must see Assistant Dean Grota.
- **Pass/Fail Option**

- Juniors and Seniors can take one course not in their major or core concentration pass/fail each semester. You need to register for the class and then change the status to pass/fail through the registrar's office.
- **Internship/CO-OP**
 - The following majors must complete an internship: Accounting, CIS, Finance, International Business, Management, and Marketing. CAS majors requiring internships are Communications, Graphics Design Communications, and Psychology.
 - To fulfill the requirement of the major, you must have junior or senior standing when interning.
 - You must complete a series of preparatory workshops prior to the semester in which you plan to intern. You can sign up for the workshops through the Career Center's database, Hawk's Hunt. <http://careercenter.rwu.edu>
 - You may complete an internship as an elective credit after completing your freshman year, but the internship cannot fulfill your major requirement unless it is completed in your junior or senior year.
 - You may intern during the fall, winter, spring, and summer terms. Check for pricing information, since winter and summer university costs may differ from the costs charged for an internship during the regular term.
 - If you are planning on studying abroad, carefully consider the timing of internships. It is more difficult to arrange an internship while outside the country.
 - If you are double-majoring, and both majors require internships, you need to arrange your schedules to accommodate two internships done in your junior and senior year.
 - If you have questions on internships, please contact the career center.