



Steps for Registration Preparation

Registration can often bring on a bit of a stress for many students. Will I get into all my classes? What if the only section of Microeconomics that fits with my other classes is closed? Should I go see my advisor? What will happen to my schedule if I receive an internship offer? Am I on track to graduate in four years? With so much looming, there's no wonder it can amount to stress. A lot of these questions can and should be answered well before your registration appointment time.

Here's what you can do to prepare...

1. **Review your Academic Requirements Report** on PAWS along with a hard copy of your major check sheet. Check off all of your completed requirements, note your current classes, and leave your remaining required courses blank. Don't forget to take note of how many units you've completed and are in progress. **Remember, 32 units (or 32.5 for Accounting majors) is your goal line.** You must earn this amount (*at a minimum*) to earn your degree!



2. **Start mapping out your fall semester** (and summer, if applicable), taking into account ALL of your required coursework's remaining prerequisites and available course offerings. Remember, some courses are only offered in either the fall or spring semesters, and they may be prerequisites for additional courses (especially for Accounting & Economics majors). The suggested four year sequence can help with this, but be sure your game plan is specific to you!



3. **Meet with your advisor.** Be prepared with a list of potential courses and questions. It is your responsibility to reach out to your advisor. Common questions may cover topics such as major/minor exploration, academic progress, internship opportunities, studying abroad, course planning, etc.



Don't let a roadblock get in your way of a successful registration!

- Know your registration enrollment appointment time!
- Check for any registration holds! Make sure you've taken care of any holds well in advance of your registration window!
- Add plenty of courses/sections and *alternative* course options and sections to your shopping cart!
- Validate your shopping cart to make sure you are eligible to register for your chosen courses!



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Advising Tools

- [School of Business Advising Resources](#)
- [Major Check Sheets & Suggested Four Year Sequences](#)
- [Course Sequencing Form](#) (Center for Student Success)
- [Schedule Grid](#)
- [PAWS Help](#)

From First Year to Your Degree: An Advising Overview

To earn your degree, you must satisfy the following graduation requirements:

- **EARN 32 UNITS (32.5 UNITS for Accounting majors)!** If your specific course requirements do not add up to this amount, you must complete additional coursework to earn 32 (32.5 for Accounting majors) units.
- **Liberal Learning (LL):**
 - **Proficiencies:**
 - IDS 102 (Information Literacy) → Complete during first semester
 - FSP (First Seminar Program) → All first year students must complete FSP
 - WRI 102 (Academic Writing) → See [Writing Placement](#)
 - **Civic Responsibilities:**
 - [Community Engaged Learning](#)
 - Gender
 - Global Perspectives
(Economics majors will satisfy this through major requirement; other majors may opt to satisfy through major requirement if applicable)
 - Race & Ethnicity
 - **Broad Areas of Human Inquiry—Breadth Distribution (Domains):**
 - Literary, Visual, & Performing Arts
 - World Views & Ways of Knowing
(Economics, BA majors must take ECO 210: History of Economic Thought)
 - Social Change in Historical Perspective
 - Natural Science with Lab
 - Behavioral, Social, or Cultural Perspectives (satisfied through ECO 101 & ECO 102)
 - Quantitative Reasoning (satisfied through MAT 125/127 and STA 115/215 or ECO 105)

A single course may satisfy ONE domain and up to TWO civic responsibilities, when applicable.

Students may also opt to satisfy the Broad Areas of Human Inquiry requirement through an interdisciplinary concentration. For more information on this (as well as the double major LL requirements), see the [Liberal Learning website](#).

• Major Requirements

- **Free Electives (as needed):** The term *free elective* refers to any additional coursework that is not a specific requirement for your major or Liberal Learning (or minor, if applicable). Free electives may include: internships, independent studies, and courses of your choosing.



Avoid These Common Missteps

- Not earning the minimum required number of units to graduate
 - Counting a repeated course twice in the unit total
- Not planning ahead and/or paying attention to course prerequisites
- Double counting ineligible courses for more than one requirement
 - Not adding/removing minor the semester before graduation
- Delaying transfer credit evaluation by not sending transcript in timely manner

Course Offerings - Highlights

Fall 2018 - Winter 2019



In addition to the typically offered courses (which can be found on the [Class Schedule](#) in PAWS), see below for some great options that may be new or special for the fall semester. Class meeting dates/times are posted on the Class Schedule.

Accounting & Information Systems

- **ACC 271: Forensic Investigations**
(prerequisite: sophomore standing or higher)

Instructor: Staff

This forensic-based course covers various aspects of forensic investigations in a corporate environment. The first series of topics reviews the history of forensic science, the legal environment of investigations, an understanding of the relevant aspects of the financial side of the organization, and ethical considerations in forensic investigations. The second series of topics covers evidence in the form of documents and electronic records, and the employee, supplier, and management frauds that are committed in organizations. The legal environment is revisited with a review of forensic psychology that focuses on the topic from a legal proceedings perspective. The final series of topics includes proactive methods and techniques to detect fraud, and the coverage will include proactive fraud and tax evasion detection strategies, using the computer effectively and efficiently in investigations, and ethical considerations in forensic report writing and forensic presentations.

- **IST 330: Managing Projects & Work Teams**
(prerequisites: IST 201 + junior standing or higher)

Instructor: Patricia Wallace

Managing Projects and Work Teams engages students in the study of project management concepts, principles, tools, and techniques. With a focus on business and managerial cases, Managing Projects and Work Teams enables students to gain real-time experience in the challenges of creating a unified team, solving problems, decision making, tracking projects, dealing with conflict resolution, preparing project deliverables, and presenting team projects and reports to the class.

- **IST 350: Business Analytics for Decision Making**
(prerequisites: IST 201 + junior standing or higher)

Instructor: Abhishek Tripathi

IST 350 has been approved to satisfy the IST Breadth requirement for all Business Administration majors (Finance, Interdisciplinary Business, Management, and Marketing)

Companies are collecting tremendous amounts of data, known as 'Big Data.' This course will present a variety of methods, from simple to complex, to analyze data sets and uncover important information Business Analytics for Decision Making is an interdisciplinary course that combines basic statistics, decision-making tools and management science concepts to provide an integrative approach to solving a wide variety of business problems. This course is designed to be a hands-on, example-based approach to Data Analytics utilizing fundamental concepts as needed.

Economics

- **ECO 310: Money, Credit, & Financial Analysis**
(prerequisite: ECO 102)

Instructor: Matthew Greenblatt

Why do we use money to make transactions and to measure the value of goods and services? Why are savings channeled to investors through financial intermediaries like banks and stock exchanges? Why are these intermediaries subject to so much regulation and oversight? Why do financial crises continue to occur in spite of this regulation, and what are their consequences? This course will explore the answer to these questions and many others related to the topics of the uses of money, the function of financial markets, and the conduct of monetary policy. The emphasis will be on cutting-edge work in the field of monetary economics, with the goal of preparing students to conduct their own research in advanced macroeconomics.

- **ECO 392: Fed Challenge (.5 unit)**
(prerequisites: ECO 102 + one other economics course)

Instructor: Michele Naples

A chance to dig into current data on the state of economy and prepare a case for the Fed about exactly where monetary policy should go. Intensive data-gathering and organization, opportunity to use Bloomberg terminal, review of business-cycle theory, work as a team to prepare a 15-minute presentation at a regional competition, and for Q&A from judges. Build oral-presentation skills. Course meets 2 hours/week plus research and group work outside of class; last class is early November, except for wrap-up last week of semester. Watch for announcements of Info Sessions in April and September, 2018.

- **ECO 270 / WGS 270 / INB 250: Women, Gender and Economic Development, offered every other Winter, NO prerequisites (fulfills Gender and Global liberal-learning requirements)**

Instructor: Michele Naples

An immersive study-abroad course in Accra, Elmina, and Akosombo, Ghana. We meet with female entrepreneurs, activists, those investing in social capital, unionists, and market purveyors. We visit the World Bank, a bead factory, a cocoa farm, the office of the Mayor of Accra, a micro-credit company, a slave castle and government ministries protecting and promoting women's rights and economic status. Students will learn some economics of development in the west African context, and to look at development through a gender lens.

Finance

- **FIN 391: Student Investment Fund (.5 unit)**
(prerequisite: FIN 310)

Instructors: Herbert Mayo and Nonna Sorokina

Students interested in taking this course should contact Dr. Mayo. The mission of TCNJ's Student Investment Fund is to encourage investment learning through the management of real capital by students focused on long-term strategy.

- **FIN 391: Moody's Credit Rating (.5 unit)**
(prerequisite: FIN 201)

Instructor: Thomas Patrick

Students will learn how Moody's determines a company's credit rating. Students will rate two different companies under two different situations. This course will only meet one time at the beginning of the semester.

- **FIN 391: Private Placement (.5 unit)**
(prerequisite: FIN 201)

Instructor: Thomas Patrick

Students will complete two case studies and perform the calculations that a financial analyst working in a private placement environment would do. This course will meet on Wednesday afternoons from 4-5pm for the first five weeks of the semester.

• **FIN 370: Special Topics – Financial Reporting**
(prerequisite: FIN 201)

Instructor: Patrick Singkamanand

This course covers the basic elements of financial reporting which include budgeting, forecasting, resource allocation, key metrics bench marking, and operation support. Emphasis will be placed on development of Excel skills.

Interdisciplinary Business

• **BUS 370 (Special Topics): Law, Technology, & Business**
(prerequisite: completion of BUS 200 preferred but not required)

Instructor: Dr. Susanna Monseau

This course is about how the technologies of the Second Digital Age (mobile, data, artificial intelligence, and robotics) are shaping the society of the future. We will discuss what laws, regulations and policies are likely to encourage the use of digital technologies in ways that complement rather than replace the work of people.

Marketing

• **MKT 370: Special Topics—Analytics for Marketing Decisions**

Instructor: Dr. Aniefre Inyang

Marketing Analytics is an application of data science to marketing decision problems. The course explores customer data analysis techniques and their theoretical foundations to help students acquire analytic skills that can be applied to real world marketing problems. The course will draw on and extend students' understanding of issues related to marketing and quantitative analysis. Students will learn how the use of big data is becoming an integral part of marketing. The course will use a combination of cases, lectures, and a hands-on project to develop these skills.



Did You Know...

• IST 350: Business Analytics for Decision Making now satisfies the IST Breadth Requirement for ALL Business Administration majors (Finance, Interdisciplinary Business, Management, & Marketing).

• The combined sections of MGT 201 & MKT 201 are now coded:

- 1MKT + 1MGT
- 2MKT + 1MGT
- 3MKT + 3MGT

If you are registered for one of these sections, you must be registered for the corresponding section.

REMEMBER! When you register for a course, you commit to being in attendance for all class sessions, including mid-term and final exams. Plan accordingly. See the [Academic Calendar](#) for important dates.

Change of Major Step-by-Step

1. Seek advising from respective department chair or the School of Business Student Development Specialist Mary Lehr-Furtado (furtadom@tcnj.edu).
2. Determine which semester you will be eligible to apply. If you are currently completing the required foundation course(s) for your prospective major, you may apply.
3. Follow change of major guidelines for your prospective major. Apply by Thursday, October 4th. Incomplete and/or late applications will not be reviewed. Applications materials must be submitted to the Business Building, Suite 114 by 4:30pm on Thursday, October 4th.
4. After the deadline, applications will be reviewed by the respective department chairs. You will be notified via email within 2 weeks of the deadline.
5. Accepted applications will be forwarded to Records & Registration, and your PAWS account will be changed to reflect your new major and advisor.
6. If you have applied and been accepted as a pre-major, you must still utilize a "What-If" report to view your requirements. If you successfully complete the foundation course(s) with the minimum grade requirement, your major will be officially changed after the semester has ended.

New Change of Major Guidelines – Fall 2018

Starting in Fall 2018, students will be able to apply to change their major if the required foundation course(s) for their prospective major are either **completed OR in progress**. In the past, most majors required completion of the foundation course(s). Please note that if you have not completed the foundation course(s), you must be registered for any/all foundation course(s) at the time of your application.

If your prospective major requires an essay, please provide a 1-2 page, double spaced essay on why you have chosen to apply for that major and what you hope to accomplish after completing your degree.



Accounting

Min. grade of "B" in ACC 201 + essay



Economics

Min. grade of "C" in ECO 101 & ECO 102
(no essay)



Finance

Min. grade of "B" in FIN 201 + essay



Interdisciplinary Business

Min. grade of "C+" in BUS 200 + essay



Management

Min. grade of "C" in MGT 201 + essay



Marketing

Min. grade of "C+" in MKT 201 AND min. grade of "C" in one of the following: MAT 125/127 or STA 115/215 (no essay)

FAQs



I have received an offer for an internship that will take place during the fall semester. May I receive credit for completing the internship?

Yes! Internships are pass/unsatisfactory and count as free elective credit. Prior to the start date of your internship, you must be registered for the internship. For more information regarding internships, see the [Internship & Field Experiences webpage](#) and [step by step instructions on how to register for an internship](#).

I am completing a minor that requires course options with my major. Can the courses count towards both my major and minor?

Per college policy, ONE unit may count towards both a major and minor. Correlate courses (see “Business Correlates” on your Academic Requirements Report in PAWS) may count freely between major and minor. Be sure to [declare your minor](#) at least one semester prior to your intended graduation date.

Am I eligible to request a credit overload?

Students must be at least sophomore status and have a minimum GPA of 3.3 at the time of their overload request. Junior and senior Accounting majors do not have a minimum GPA requirement. It is strongly recommended that you submit the [Credit Overload Request form](#) to the Business Building, Suite 114 well in advance of your enrollment appointment time.

One of the courses I need to take in the fall semester is closed. Can I receive permission to be added to the course?

If all sections of a course are closed, you may reach out to the respective department chair to inquire. Please understand that requests may or may not be approved. A number of factors determine course capacities.

School of Business – Department Chairs

Accounting & Information Systems	Dr. Bea Chiang	BB 212, bchiang@tcnj.edu
Economics	Dr. Subarna Samanta	BB 127, ssamanta@tcnj.edu
Finance	Dr. Thomas Patrick	BB 304, tpatrick@tcnj.edu
Management	Dr. Joao Neves	BB 216, neves@tcnj.edu
Marketing & Interdisciplinary Business	Dr. John McCarty	BB 130, mccarty@tcnj.edu

Additional Resources

- [Faculty Directory](#)
- [School of Business Advising Resources](#)
- [Peer Advising Coaches](#)
- [Records & Registration Forms](#)
- [Academic Rules & Procedures](#)
- [Academic Calendar](#)



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