



THE COLLEGE OF NEW JERSEY
SCHOOL OF BUSINESS

Advising Guide
2019 – 2020 Academic Year

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“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is on-going, multi-faceted, and the responsibility of both students and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary.”

- Davis S. Crockett, *Models for Designing and Implementing a Successful Program*.



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Important Dates

(See ACADEMIC CALENDAR for full list of dates)

Fall 2019	
First day of fall classes	August 27 th
Add/Drop	August 27 th – September 4 th
Last day to withdraw from the College with 100% refund	September 4 th
Last day to withdraw from a 1st Quarter course with a “W”	September 24 th
Change of Major applications due for the School of Business	September 26 th
Fall Semester Break	October 7 th – 8 th
Fall 1st Quarter ends	October 15 th
Fall 2nd Quarter begins	October 16 th
Last day to request ungraded option	October 29 th
Last day to withdraw from full semester course with a “W”	October 29 th
Last day to withdraw from the College with “WD” in all courses	October 29 th
Spring & Summer 2020 Registration Window	November 5 th – 15 th
Last day to withdraw from a 2nd Quarter course with a “W”	November 12 th
Last day to withdraw from the College with “WP” or “WF” (all courses)	November 19 th
Thanksgiving break	November 27 th – 29 th
Last day fall classes	December 6 th
Last day final exams	December 17 th

Spring 2020	
First day of spring classes	January 27 th
Add/Drop	January 27 th – February 4 th
Last day to withdraw from the College with 100% refund	February 4 th
Last day to withdraw from a 1st Quarter course with a “W”	February 24 th
Change of Major applications due for the School of Business	February 27 th
Spring 1st Quarter ends	March 13 th
Spring Break	March 16 th – March 20 th
Spring 2nd Quarter begins	March 23 rd
Last day to request ungraded option	March 27 th
Last day to withdraw from full semester course with a “W”	March 27 th
Last day to withdraw from the College with “WD” in all courses	March 27 th
Fall 2020 & Winter 2021 Registration Window	April 7 th – April 17 th
Last day to withdraw from a 2nd Quarter course with a “W”	April 17 th
Last day to withdraw from the College with “WP” or “WF” (all courses)	April 17 th
Last day spring classes	May 8 th
Last day final exams	May 18 th

Advising Overview

All business majors are assigned an advisor within the School of Business. Students in a declared major are assigned to a faculty advisor within that major. Open Option Business majors are advised by the Coordinate for Undergraduate Advising. Students who are interested in changing their major to another area of business may reach out to the respective department chair or Coordinator for Undergraduate Advising for advisement. If you are interested in changing your major, you should seek advisement early in the semester, well in advance of the registration window. If you are interested in changing your major to an area outside of the School of Business, please contact the respective department chair for your desired major for guidance.

Student Responsibilities

1. Be knowledgeable about degree requirements, such as program and Liberal Learning requirements, and campus resources, including Center for Student Success, Counseling and Psychological Services, Career Center, Disability Support Services, Tutoring Center, Center for Global Engagement, Bonner Institute for Civic and Community Engagement (e.g., CEL requirements), and Office of Records and Registration.
2. Schedule an appointment to see your advisor(s) prior to the registration period. You are required to meet with your advisor(s) at least once a semester.
3. Be available to meet with your advisor during the times set aside for advising.
4. Consult your advisor(s) before making major changes in your academic career, for example, changing majors, but understand that you are ultimately responsible for degree completion.
5. Be prepared for your advising appointment. Conduct preliminary planning (e.g., reviewing the academic requirements page in PAWS, running what-if reports and placing potential courses into your shopping cart,), career goal setting and selecting courses prior to your advising appointment. Review the appropriate program and School advising resources (e.g., advising newsletter and four year course sequence).
6. Consult PAWS and your TCNJ email account for important information from the College and your advisor(s). Review College policies, deadlines, and procedures and how to complete appropriate forms.
7. Visit the Career Center to explore career possibilities and goals.

Advisor Responsibilities

1. Help students plan their programs of study, professional development and post-graduate plans.
2. Listen to students' academic concerns and needs.
3. Be available to students and take an active interest in their welfare.
4. Be knowledgeable about degree and Liberal Learning requirements.
5. Be knowledgeable about resources and be able to make referrals
6. Consult PAWS and current College policies and procedures that affect advisees and be able to communicate the information to students (e.g., repeating a course, dropping or withdrawing from a class, etc.).
7. Keep accurate records and maintain confidentiality.

Registration Prep

- **Know your Enrollment Appointment Day/Time.** In the fall and spring semesters, you will be assigned an Enrollment Appointment during the registration window, viewable on the Student Center in PAWS. Your appointment time is when you will be able to register for courses for the upcoming semester/term. You will receive an email notification several weeks into the semester when Enrollment Appointments are being assigned.
- **Build your Shopping Cart.** Prior to your Enrollment Appointment, you should have built your Shopping Cart with courses you wish to take. Be sure to add alternative courses/sections in the event your preferred course/section closes prior to your Enrollment Appointment. Remember to “Validate” your Shopping Cart to ensure you are eligible to take your selected courses. This feature will notify you if you have not satisfied all of the prerequisites for your selected courses.
- **Meet with your advisor.** When you meet with your advisor, be prepared. Bring questions, and have an idea of which classes you want to take in the upcoming semester.
- **Clear up any holds on your account.** The School of Business places advising holds on students whose GPAs are below 2.5. You may have holds from other departments for various reasons (unpaid balance, EOF, etc.). The School of Business is only capable of releasing its own holds.
- **Remember to register!** Adding courses to your shopping cart does NOT mean you have registered or will be registered automatically. You must register at the time of your Enrollment Appointment.

Please take note that there are a significant number of prerequisite courses within all of the business major programs. Your coursework will continue to build upon itself, providing you with a strong foundation to be successful in upper level courses. Therefore, you should plan for future semesters, not just the one ahead.



Expectations & Goals

The following suggestions are not limited to each of the designated years but provide a basic framework to help you determine your own goals and objectives. Remember to utilize campus resources to help you along the way!

Freshman Year

- Become acclimated to campus, and build relationships with your advisor, faculty, and staff. Familiarize yourself with PAWS and how to utilize its functions. Get involved in clubs and organizations. Start exploring various career paths within your major. Meet with the Career Center for individual career counseling, and reach out to department chairs and faculty for guidance. Attend events and networking sessions. Start thinking about studying abroad, and prepare accordingly. Many students choose to study abroad during sophomore year. Finally, if you are not already reading relevant newspapers and publications, now is the time to start!

Sophomore Year

- Start thinking about leadership roles within your clubs/organizations. Build your professional toolkit: elevator pitch, resume, business attire, and a pad folio. Update your resume, and hone your interview skills. Start searching for internship opportunities, and research prospective companies you would like to work for. Compete in case competitions. Think about conducting research with a faculty member, especially if you are interested in attending graduate school down the road. If you are studying abroad, be sure to stay in communication with your faculty advisor, and prepare for registration just as you would if you were on campus.

Junior Year

- Apply for internships! Maintain a strong GPA, and manage your work/academic/life balance. Remember to partake in activities and hobbies outside of work and school. Review your Academic Requirements Report in PAWS, and make sure any repeat courses have been removed from your GPA and credit total. To graduate, you must earn a minimum number of units. Accounting majors must earn a minimum of 32.5 units. All other business majors must earn a minimum of 32 units. You may request an audit with Records & Registration if you have any confusion on where you stand with your graduation requirements.

Senior Year

- Apply for full time positions! We strongly suggest you begin your career search prior to completing your degree. The application and interview process can sometimes take several weeks, and at times, months. Review the Graduation Check List (next page), and make sure you are all set to earn your degree. Explore coursework to complement your major requirements if you have room in your schedule for free electives. Think of how you can utilize those classes to best fit your interests and develop your skillsets.

Graduation Checklist - Records & Registration -

- _____ Discuss any exceptions or waivers with your department chair, and make sure they are updated on your Academic Requirements report.

- _____ Apply to graduate for Winter, Spring, Summer, or Fall graduation. Apply for the semester in which all of your requirements will be completed.

- _____ When completing the application be sure your name is the way you want it to appear on your diploma. Last name must be the same as the permanent name of record. Middle name, capitalizations, accents, or hyphens of the last name that need to be added must be addressed with Records and Registration prior to graduation.

- _____ After you have applied for graduation, an audit of your academic record will be performed by your evaluator in the office of Records and Registration. You will be notified via email of your graduation status.

- _____ To rectify impediments that may be noted in your graduation status email, you should first run your Academic Requirements report to verify the impediment. Next you should contact your academic advisor to review the impediment with them. Finally, you should contact your evaluator to discuss rectifying the impediment.

- _____ Ensure that all IP's, I's, or ungraded courses are cleared up.

- _____ Satisfy all IDS 102, IDS 103, WRI 102, BUS 099, and BUS 100 courses.

- _____ Complete a minimum of 32 units (32.5 units for Accounting majors).

- _____ Submit all Study Abroad transcripts or transfer credit transcripts to Records and Registration.

- _____ All financial obligations must be settled in order for your diploma or official transcript to be issued. A financial balance may place a hold on these documents.

See the following URL for additional graduation information:

<https://advisingresources.tcnj.edu/graduation-info/grad-faqs/>

Advising Quick Links



The Bulletin (Degree Requirements, Academic Rules & Procedures, etc.)
<https://bulletin.tcnj.edu/>



Records & Registration Advising Resources
<https://advisingresources.tcnj.edu/>



School of Business Advising Resources
<https://business.tcnj.edu/advising-resources/>



Major Check Sheets & Suggested Four Year Sequences
<https://business.tcnj.edu/checksheets-fys/>



PAWS (Primary Academic Web Services) Help
<https://pawshelp.pages.tcnj.edu/>

Math, Writing, & Language Placement Cheat Sheet

Math Placement

SAT/ACT Score	Placement Course
SAT Math score 630 or higher ACT score 28 or higher	MAT 125: Calculus for Business & Social Sciences or MAT 127: Calculus A
SAT Math score 550 – 620 ACT score 24 – 27	MAT 119: Intro to Functions or MAT 120: Pre-Calculus
SAT Math score < 550 ACT score < 24	MAT 95: Intermediate Algebra (To place out of MAT 95, students must either pass an Intermediate Algebra course or earn score of 50 or higher on CLEP College Algebra exam from the Collegeboard.)

All business majors are required to complete either MAT 125 or MAT 127. Most students opt to complete MAT 125, but if you have an interest in a minor/double major in an area that requires MAT 127, you should plan accordingly. Please note that if your placement is below MAT 127, you should complete MAT 120 (and not MAT 119).

Writing Placement

Students who transfer an equivalent course to TCNJ's WRI 102: Academic Writing course OR who have earned an AA/AS degree from a NJ community college prior to attending TCNJ do NOT need to take the Writing Placement exam. All other students must complete the exam.

Language Placement

The only business major that requires a second language is the BA in Economics. For placement info, please see the World Languages & Cultures Placement Test FAQ website: <https://wlc.tcnj.edu/placement-exams>

School of Business Majors & Minors

Bachelor of Science Degree Programs

Accounting
Economics
Business Administration: Finance
Business Administration: Interdisciplinary Business
Business Administration: Management
Business Administration: Marketing

Bachelor of Arts Degree Programs

Economics
Economics – Secondary Education
Economics – Seven Year Medical

Minors

Accounting (Financial & Managerial Tracks)
Business & Society
Economics
Finance
Human Resource Management
Information Systems & Technology
International Business
Management
Marketing
Professional Selling

Please note that due to college wide double counting rules, the only business major that can be paired with another business major is the Economics, BA program.

Double counting rule:

- Up to one course unit may double count between major and minor, if applicable.
- Up to one course unit may double count between minors, if applicable.
- Up to three course units may double count between majors, if applicable.
- Correlate courses may count freely between majors/minors. See your PAWS Academic Requirements Report to view the correlate courses for your major(s).

Major/minor requirements may satisfy Liberal Learning requirements freely, if applicable.

Change of Major Entrance Requirements

(For complete application information, see [School of Business Change of Major website](#))

Minimum Entrance Requirements/Foundation Course(s) by Major

(does not guarantee acceptance into major)

Accounting – Minimum grade of “B” in ACC 201 + Essay

Economics – Minimum grade of “C” in ECO 101 and ECO 102

Finance – Minimum grade of “B” in FIN 201 + Essay

Interdisciplinary Business – Minimum grade of “C+” in BUS 200 + Preliminary Plan (requires faculty advisor approval)

Management – Minimum grade of “C” in MGT 201 + Essay

Marketing – Minimum grade of “C+” in MKT 201 AND minimum grade of “C” in one of the following courses: MAT 125/127 or STA 115/215

Domains (Breadth Distribution)
Literary, Visual, & Performing Arts
World Views & Ways of Knowing - ECO, BA MAJORS will take a major requirement that satisfies this (ECO 210)
Social Change in Historical Perspective
Natural Science w/ Lab
<i>Quantitative Reasoning – satisfied through MAT 125/127 and STA 115/215 (ECO majors will take ECO 105 in place of STA 115/215)</i>
<i>Behavioral, Social, Cultural Perspectives – satisfied through ECO 101 and ECO 102</i>

Civic Responsibilities
Global - ECO MAJORS (BOTH BA AND BS) will take a major requirement that satisfies this (ECO 340 or INB 330/FIN 335)
Race & Ethnicity
Gender
<i>Community Engaged Learning (you do not need to take a separate course for this)</i>

Liberal Learning Course Search:

1. Go to the Class Search in PAWS
2. Scroll to bottom – “Class Attribute” and choose if you want to search for a Liberal Learning Domain or a Liberal Learning Civic Responsibility from the dropdown menu.
3. From the dropdown menu for “Class Attribute Value,” choose which requirement you want to search for. This will show all of the courses that are being offered that term that satisfy that specific requirement. If you only want to search for open courses (recommended), be sure to check the “Search Open Classes Only” on the Class Search page.

A single course may satisfy up to ONE Domain and TWO Civic Responsibilities.

Please use PAWS Academic Requirements Report to view your remaining LL requirements. If you are interested in completing an Interdisciplinary Concentration for Liberal Learning, please see the Liberal Learning website for additional information.

Professional Development & Career Preparation

Coursework

The School of Business requires all majors to complete orientation and career preparation coursework to help become acclimated to campus resources and to enhance professional development.

ALL BUSINESS MAJORS - BUS 99: Business Orientation Seminar (first semester, designated freshman and transfer sections)

ALL BUSINESS MAJORS EXCEPT ACCOUNTING - BUS 100: Business Colloquium (freshman year, spring semester; transfer students will complete this within their BUS 99 section through additional assignments)

ACCOUNTING MAJORS - ACC 191: Intro to Accounting Profession (freshman year, fall semester) & ACC 291: Sophomore Career Planning (sophomore year, fall semester)

Involvement, Engagement, & Leadership

One of the most important steps students can take to prepare for internship and career opportunities is to build their resume through student involvement and leadership roles in clubs and organizations. Additionally, the student body and alumni network are both some of TCNJ's most valuable resources. Network with your peers, and help contribute to your amazing community.

Be on the lookout for the School of Business's weekly, electronic newsletter *This Week's Business*. It will be sent to your TCNJ email and will feature a plethora of opportunities, events, and happenings going on within the School of Business and around campus.

School of Business Clubs & Organizations (<https://business.tcnj.edu/resources/business-students/organizations/>): Alpha Kappa Psi (Business Fraternity); American Marketing Association; Beta Alpha Psi; *The Bull, Bear, & Lion*; CEO Peer Mentors; Delta Sigma Pi (Business Fraternity); Diversity in Business; Economics Club; Financial Management Association (FMA); Institute of Management Accountants Student Chapter; National Association of Black Accountants; Net Impact; Phi Beta Lambda (Future Business Leaders of America); Pi Sigma Epsilon; Society for Human Resources Management; TCNJ Entrepreneurship Club; and Women in Business

Office of Student Involvement (<https://involvement.tcnj.edu/>): campus wide clubs and organizations

The Career Center (<https://career.tcnj.edu/>)

The Career Center provides an array of services and tools to assist, prepare, and springboard students into various internships and career opportunities. Some of these include: HandShake (online recruitment system), Internship & Career Fairs (held in fall/spring), Focus 2 testing (online interest/skills/career assessment), individual career counseling, walk-in hours (resume/cover letter review, mock interviews), info sessions and networking events, case competitions, etc.

Internships (<https://business.tcnj.edu/academics/internships/>)

The School of Business strongly encourages completion of at least one internship experience. Many companies utilize internships as a pipeline for full time employment. By spring of sophomore year, students should have a well written/formatted resume and be prepared to apply for internships. Business majors may complete up to three units of internship experience for free elective credit, with up to two units for a single internship experience.

Diversify Your Education – Global Initiatives

Although all business majors are required to complete coursework within a global context, students are encouraged to further enrich their academics and experiences through one or more of the following: studying abroad, adding a minor or double major in International Studies (Global Business Programs), and/or becoming proficient in another language. If you are interested in studying abroad but not for a whole semester, there are shorter faculty-led study abroad trips offered during the winter and summer terms.

Campus Resources

(To name a few)

Office/Department	Location	Website
Career Center	Roscoe West, 102	https://career.tcnj.edu/
Center for Global Engagement (Study Abroad)	Roscoe West, 202	https://cge.tcnj.edu/
Center for Student Success	Roscoe West, 131	https://css.tcnj.edu/
Counseling & Psychological Services	Eickhoff, 107	https://caps.tcnj.edu/
Disability Support Services	Roscoe West, 121	https://differingabilities.tcnj.edu/
Help Desk	Green Hall, 006	https://tcnj.teamdynamix.com/TDClient/Home/
Records & Registration	Green Hall, 112	https://recreg.tcnj.edu/
Tutoring Center	Roscoe West, 101	https://tutoringcenter.tcnj.edu/

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