

ADVISING NEWSLETTER SPRING 2020

TCNJ School of Business



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REGISTRATION TIMELINE



March 4th

Fall 2020 and Winter
2020 Schedule of
Classes Launch
&
Enrollment
Appointment Times
Posted on Student
Center

April 7th – 17th

Fall 2020 and Winter
2021 Registration
Window

Enroll during your
Enrollment
Appointment Time

April 20th

Late Registration Fine
Assessed

If you are not
registered for AT
LEAST one course for
the fall semester, you
will be fined a late fee
to register.

REGISTRATION PREPARATION

Watch this brief
Registration
Preparation tutorial
to gear up for the
Fall 2020/Winter
2021 Registration
Window!

ACADEMIC ADVISING AGREEMENT INFO

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
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—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.
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.





RIISING SENIORS GET IN GEAR FOR GRADUATION

A QUICK QUIZLET TO HELP YOU PLAN AHEAD

PW:TCNJBusiness

CHANGE OF MAJOR (WITHIN SCHOOL OF BUSINESS)

The change of major application window will reopen at the beginning of the fall semester. Stay tuned over the summer for updated information regarding requirements and application materials.

Change of Major Guidelines

DEPARTMENT CHAIRS

| | |
|---|--|
| Accounting & Information Systems | Dr. Bea Chiang bchiang@tcnj.edu , BB 212 |
| Economics | Dr. Subarna Samanta ssamanta@tcnj.edu , BB 127 |
| Finance | Dr. Seung Hee Choi choi@tcnj.edu , BB 317 |
| Management | Dr. Joao Neves neves@tcnj.edu , BB 216 |
| Marketing & Interdisciplinary Business | Dr. John McCarty mccarty@tcnj.edu , BB 130 |

To inquire about a closed course, you may contact the respective department chair.

FREQUENTLY ASKED QUESTIONS

I would like to register for more than 4.5 units in the fall semester. How may I request a credit overload?

Students are automatically limited to 4.5 units each fall and spring semester (unless on probation). To add up to 5 units, an overload request form must be submitted via the online [Credit Overload Request form](#) on the School of Business Advising Resources page. The request form outlines eligibility criteria for an overload. We strongly recommend you submit your request at least one week prior to your registration appointment time.

A course I was hoping to take has closed. Is there anyone I can reach out to discuss the possibility of being added?

You may contact the respective department chair to inquire.

Is it possible to take a course Pass/Fail?

TCNJ allows students to request the Ungraded Option for free elective coursework only. For full eligibility criteria, please review the [Ungraded Option](#) request form on the Records & Registration website.

I need to repeat a course. How do I go about this?

Students may repeat a course once without permission. Once the new grade has been posted, you'll want to check to make sure your lower grade is no longer being calculated into your GPA (and credit removed from your unit total if credit was previously earned). If not, submit the Repeat of Course Notification form to Records & Registration. If you need to take a course for the third time, you must complete the Repeat of Course Authorization form, seek approvals, and submit to R&R.

FALL 2020 COURSE OFFERING HIGHLIGHTS

- SEE ONLINE SCHEDULE OF CLASSES ON PAWS FOR FULL SCHEDULE -

accounting & info systems

ACC 291: Sophomore Career Planning (0.5 unit, prerequisites: accounting major, IST 201)

ACC 271: Forensic Investigations (must be sophomore status)

IST 330: Project Management (prerequisite: IST 201)

IST 370: Special Topics – Blockchain (prerequisite: IST 201)

economics

ECO 115: American Economic History

ECO 315: Labor Economics (prerequisite: ECO 101)

ECO 335: Economics of Development (prerequisite: ECO 101)

ECO 350: Economics of Environmental Quality (prerequisite: ECO 101 or ECO 102)

ECO 392: Fed Challenge (0.5 unit, prerequisites: ECO 102 and 1 other Economics course)

FALL 2020 COURSE OFFERING HIGHLIGHTS

- SEE ONLINE SCHEDULE OF CLASSES ON PAWS FOR FULL SCHEDULE -

interdisciplinary business

BUS 375 (cross listed with MGT 375): Innovation

BUS 380: Law, Technology, & Business

BUS 385 (cross listed with MGT 385): Business Ethics (reserved for juniors and seniors)

management

MGT 317: The Art & Science of Negotiation (must be sophomore status or higher)

MGT 330: Employee & Labor Relations (prerequisite: MGT 201 or PSY 267)

MGT 375 (cross listed with BUS 375): Innovation

MGT 381: Entrepreneurship/Small Business Development (reserved for juniors and seniors or by permission of instructor)

MGT 385 (cross listed with BUS 385): Business Ethics (reserved for juniors and seniors)

FALL 2020 COURSE OFFERING HIGHLIGHTS

- SEE ONLINE SCHEDULE OF CLASSES ON PAWS FOR FULL SCHEDULE -

finance

FIN 340: International Finance (1 unit with S Hume; will satisfy FIN 300-level course & International requirements) Prerequisite: FIN 201

FIN 380: Statistical Financial Analysis (1 unit with S Hume; will satisfy FIN 300-level course or Finance QA requirement) Prerequisite: FIN 201

FIN 391-01*: Student Investment Fund (0.5 unit with H Mayo; Full semester) Prerequisite: FIN 310 & GPA 2.5 or higher

FIN 391 -03*: Special Topics in Finance: Private Placement (0.5 unit with T Patrick; 1st Quarter) Prerequisite: FIN 201

FIN 391 -04*: Special Topics in Finance Hedge funds/Private Equity (0.5 unit with T Patrick; 2ND Quarter) Prerequisite: FIN 201

FIN 391-05*: SIE Exam Prep (0.5 unit with S Choi; Full semester) Prerequisite: FIN 310

****Combination of 2 half-unit courses will make up for 1-full unit finance course.***