

# Advising Guide 2021 - 2022



## Contents

Contact Information – 2

Advising Overview & Agreement – 3

Advising Resources – 4

Registration Preparation – 5

Graduation Checklist – 6

School of Business Liberal Learning Snapshot – 7

Academic Timeline – 8

School of Business Majors & Minors – 9

Frequently Asked Questions - 10

# Contact Information

**Business Building  
Suite 114  
609-771-3064  
Email: [business@tcnj.edu](mailto:business@tcnj.edu)**



Dean  
Dr. Kathryn Jervis



Assistant Dean Tammy  
Lynn Dieterich  
([dieteric@tcnj.edu](mailto:dieteric@tcnj.edu))



Coordinator for  
Undergraduate Advising  
Mary Lehr-Furtado  
([furtadom@tcnj.edu](mailto:furtadom@tcnj.edu))

## School of Business Department Chairs



Accounting	Economics	Finance	Management	Marketing & Interdisciplinary Business
Dr. Bea Chiang	Dr. Bozena Leven	Dr. Seung Hee Choi	Dr. Joao Neves	Dr. John McCarty
<a href="mailto:bchiang@tcnj.edu">bchiang@tcnj.edu</a>	<a href="mailto:bleven@tcnj.edu">bleven@tcnj.edu</a>	<a href="mailto:choi@tcnj.edu">choi@tcnj.edu</a>	<a href="mailto:neves@tcnj.edu">neves@tcnj.edu</a>	<a href="mailto:mccarty@tcnj.edu">mccarty@tcnj.edu</a>
Courses: ACC, IST	Courses: ECO, INB	Courses: FIN	Course: MGT	Courses: MKT, BUS

# Advising Overview & Agreement

All business majors are assigned an advisor within the School of Business. Students in a declared major are advised by a faculty member within their major's department. Undeclared Business students are advised by the Coordinator for Undergraduate Advising. Students who are interested in changing their major to another area of business may reach out to the Coordinator for Undergraduate Advising or the respective department chair for assistance. Students interested in applying for a major outside of business should reach out to the respective chair for guidance.

**All students should seek advising early in the semester, well before the registration windows (November and April).**

## **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 TCNl 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.

# Advising Resources

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

School of Business Faculty Directory: <https://business.tcnj.edu/faculty-profiles/>

The Bulletin (2021-22): <https://bulletin.tcnj.edu/>

Academic Rules & Procedures (2021-22): <https://bulletin.tcnj.edu/wp-content/uploads/sites/80/2021/06/Academic-Rules-and-Procedures-2021.pdf>

Academic Calendar: <https://academics.tcnj.edu/academic-calendars/>

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

Records & Registration Forms: <https://recreg.tcnj.edu/forms/>

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

Change of Major Guidelines (School of Business): <https://business.tcnj.edu/departments-programs/undeclared/advisement-for-open-option-business-students/change-of-major-specialization-guidelines/>

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

Math Placement Information: <https://mathstat.tcnj.edu/precalculus-and-calculus-placement-and-ap-credit/>

Writing Placement Information: <https://writing.tcnj.edu/sample-page/wri-102-placement-exemptions/>

## Campus Resources (To name a few)

Accessibility Resource Center: <https://arc.tcnj.edu/>

Career Center: <https://career.tcnj.edu/>

Center for Global Engagement (Study Abroad): <https://cge.tcnj.edu/>

Center for Student Success: <https://css.tcnj.edu/>

Help Desk: <https://tcnj.teamdynamix.com/TDClient/Home/>

Mental Health Services: <https://mhs.tcnj.edu/>

Records & Registration: <https://recreg.tcnj.edu/>

Tutoring Center: <https://tutoringcenter.tcnj.edu/>

# Registration Preparation

- **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 your Student Center in PAWS. Your appointment time is when you will be able to register for courses for the upcoming semester/term and is automatically assigned based on your number of earned units. Records & Registration will send an email several weeks before the registration window to alert students that enrollment appointments have been assigned and to begin preparing for the registration process.
- **Build your Shopping Cart.** Prior to your Enrollment Appointment, you will have the opportunity to add courses to your Shopping Cart on PAWS. 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 a list of classes you want to take in the upcoming semester. This is also a great time to talk with your advisor about any academic concerns, interest in studying abroad, internship opportunities, career or graduate school goals, etc.
- **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.



# Graduation Checklist

(Info from Records & Registration: <https://advisingresources.tcnj.edu/graduation-info/gradfaqs/>)

\_\_\_\_ 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, FYW 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.

# School of Business

## Liberal Learning Snapshot

### Proficiencies

#### **IDS 102: Information Literacy**

*All new students complete this required online tutorial in their first semester.*

#### **FYW 102: Academic Writing**

May be waived if:

- Writing placement exam results waive this requirement
- Student transferred in coursework for FYW 102 (does not apply to first year students who completed coursework as dual enrollment)
- Student earned an AA/AS degree from a NJ community college prior to attending TCNJ (does not apply to Advanced Standing First Year Students)

#### **FYS: First Year Seminar**

May be waived if (does not apply to Advanced Standing First Year Students):

- Student earned 7.5 or more units prior to attending TCNJ
- Student completed a full year at a four-year college/university
- Student completed a similar content-based first year seminar course at prior institution (course review must be completed by Liberal Learning office)

### Civic Responsibilities

May be waived if (does not apply to Advanced Standing First Year Students):

- Student earned an AA/AS degree from a NJ community college prior to attending TCNJ (does not apply to Advanced Standing First Year Students)
- Student earned 7.5 or more units prior to attending TCNJ

#### **Community Engaged Learning**

(completed during first year at TCNJ, not an actual credit-bearing course)

#### **Gender**

**Global Perspective** (All ECO Majors will satisfy this through a major requirement)

**Race & Ethnicity** (ECO, Secondary Ed. Majors will satisfy this through a major requirement)

### Breadth Distribution/Domains

May be waived if:

- Student earned an AA/AS degree from a NJ community college prior to attending TCNJ (including Advanced Standing First Year Students)

#### **Literary, Visual, & Performing Arts**

**World Views & Ways of Knowing** (All ECO, BA Majors will satisfy this through a major requirement)

#### **Social Change in Historical Perspective**

(ECO, BA - Secondary Ed. Majors will satisfy this through a major requirement)

**Natural Science w/ Lab** (ECO, BA - 7 Year Med Majors will satisfy this through a major requirement)

# Academic Timeline

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.



# 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.

# Frequently Asked Questions

## **I want to complete a minor. When do I need to declare the minor by, and how do I do this?**

First, discuss with your advisor. Most minors require 5 units, but others may have additional prerequisite coursework. You'll need to complete the Minor Form (find the form [HERE](#)) and then reach out to the respective department chair to discuss their application process. The form should be submitted to Records & Registration at least one semester prior to graduation. Likewise, if you would like to remove a minor, the form should also be submitted at least one semester prior to graduation. Keep in mind that one unit may overlap between major and minor, and correlate courses may count freely between major and minor. See your Academic Requirements Report in PAWS to view the correlate courses for your major.

## **Can I take more than 4.5 units in the fall or spring semester?**

If you are at least sophomore status and have a GPA of 3.3 or higher, you can submit a [Credit Overload Request](#). Your request should be submitted at least two business days prior to your Enrollment Appointment Time. (Please note that Junior/Senior level Accounting majors do not have a minimum GPA requirement for overload approval.)

## **Can I take a summer course at another institution?**

The max number of transfer units from a two-year college is 16, and the max number of transfer units from a four-year institution is 20. The max number between a two-year college and a four-year institution is 20. However, within your senior year, only 3 units may be completed at another institution. You should seek approval prior to taking any transfer coursework. For additional information, see [HERE](#).

## **I received an internship offer. Can I complete the internship for credit?**

Congratulations! You'll need to reach out to a fulltime faculty member within the same discipline as your internship. If the internship is deemed professional level, you can then begin the registration process. For information/guidelines on registering an internship for credit, see [HERE](#). Please note that internships CANNOT be backdated. If you've already completed the internship, you cannot receive retroactive credit for it.

## **I want to change my major. Who should I talk to?**

If you want to change to another area of business, reach out to the respective department chair or the Coordinator for Undergraduate Advising. For the School of Business change of major guidelines, see [HERE](#). If you want to change to an area outside of business, reach out to the respective department chair. Please note that some majors are more competitive than others. Also, you may need additional time beyond the typical four years to graduate. For more information, see [HERE](#).

**For more answers to some of your frequently asked questions, check out the [Academic Rules & Procedures](#) portion of the [Bulletin](#)!**