



**ADVISING UPDATES –  
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**Declare your major – avoid registration delays!**

Have you completed your College of Management Foundation courses and officially declared your major? University policy requires students to be admitted to a major program by the time they have completed 80 credits (including transfer credits) and have been at Metropolitan State for at least a year.

If you have 80+ credits, have been at the University for a year or more, and are still listed as “Pre-business” in university records, you will need a registration access code to register for spring. If you have completed your Foundation courses (Math 115, Stat 201, Acct 210, Econ 201 and 202, and MIS 100) with grades of S or C- or better, declare your major NOW. You can get your access code by turning in a Program Declaration form to the COM Advising Center or to your advisor. If you have not completed your Foundation courses, you must contact your academic advisor to discuss your situation.

Declaring your major also “locks in” your major requirements so that you will not be disadvantaged by future requirement changes, and enables you to plan to complete your degree. Do not delay!

**Make the most of your education!**

The Liberal Studies requirement and General Education Goal Areas are not just boxes to check off on a requirements sheet – they are opportunities to tailor your education to your goals and interests. You might take a Business Ethics class to strengthen your preparation for the choices that arise in the workplace, or Organizational Communication to understand how business organizations work. Or you could expand your horizons and broaden your education by taking courses in subjects that will be new to you. But choose your courses thoughtfully, to help you make the most of the time and effort you put toward your education – don’t just take whatever is open on Tuesday night.

**Course Prerequisites Are Enforced**

All students must meet all course prerequisites before taking any university course. The registration system does NOT enforce most prerequisites, so it is your responsibility to make sure you have satisfied all prerequisites before registering for a class.

College of Management faculty take course prerequisites very seriously. Most College of Management courses have prerequisites that must be completed successfully (C- or better) before taking the course. Prerequisites are established to make sure all students in the course have the background to succeed and to contribute to a productive learning environment.

**Registering for a course without the prerequisites is asking for trouble! If you register for a course and have not completed the prerequisites, you:**

- May be dropped from the course, or required to drop the course;
- May have trouble finding a useful replacement class at the last minute;
- Will probably fail the course, if not dropped;
- Could interfere with the learning and success of other students in the class;
- May put yourself farther behind in your degree program!

Avoid inconvenience and worse – check prerequisites and never register for a class if you have not met all prerequisites. You can find the prerequisites for a course by finding the course in the Class Schedule on the Metropolitan State website and clicking on the course title. Prerequisites are listed near the bottom of the course description. All upper division courses require that students have at least 30 credits completed, and all College of Management upper division courses expect you to have completed the Goal I writing requirement. The registration course sequence chart for each College of Management major illustrates the prerequisites for each course required for the major.

If you have questions about prerequisites for a course, consult with your advisor or the Curriculum Coordinator for that subject.

### **Planning to Graduate Spring 2011?**

If you expect to complete all of your major and other degree requirements by spring semester, check with your advisor early to make sure that your planned registration will complete your requirements. Remember advisors are very busy during peak registration periods and it may take a week or more for them to respond during those times.

If you plan to begin graduate school or conduct a job hunt after graduation, do not wait until spring to start working on those plans! Most corporate job searches for new graduates start during fall semester, and graduate schools have application deadlines and entrance examination deadlines very far in advance. At the “Online Advising” resource on the student NetDirect portal, click on the “Graduation” tab to find suggestions and resources. The University Career Service office has resources and workshops to help with your job search, but contact them as soon as possible.

**January 21 is the deadline to register for spring semester graduation.** Be sure to register for the Graduation Workshop (WKSP Grad) by January 21 to apply to graduate spring semester. Registering for the Graduation Workshop gives you access to the information you need about graduation and the commencement ceremony, notifies your advisor to review your records to nominate you for graduation, and charges your account with the required \$20 graduation fee.

### **Graduation Requirement Highlight: 40 Upper Division credits:**

Of the 120 minimum credits required to graduate, at least 40 must be at the upper division level. Upper division courses are junior and senior level courses taken at a school that grants a bachelor’s degree. At Metropolitan State, upper division courses are numbered 300-499. NOTE: no course taken at a community or technical college counts as upper division credit, even if accepted in place of a COM upper division course. For most students, completing COM major requirements and the upper division Liberal Studies requirement will provide the needed 40 upper division credits. However, if you are planning a Business Administration major or a BAS degree and have transferred lower division courses in place of Marketing Principles, Management Principles and Practices, Legal Environment of Organizations, Managerial Accounting, or other upper division major requirements, you may need to take additional upper division electives to meet this requirement.