

WELCOME
TO THE
COLLEGE OF
MANAGEMENT

Metropolitan
State University





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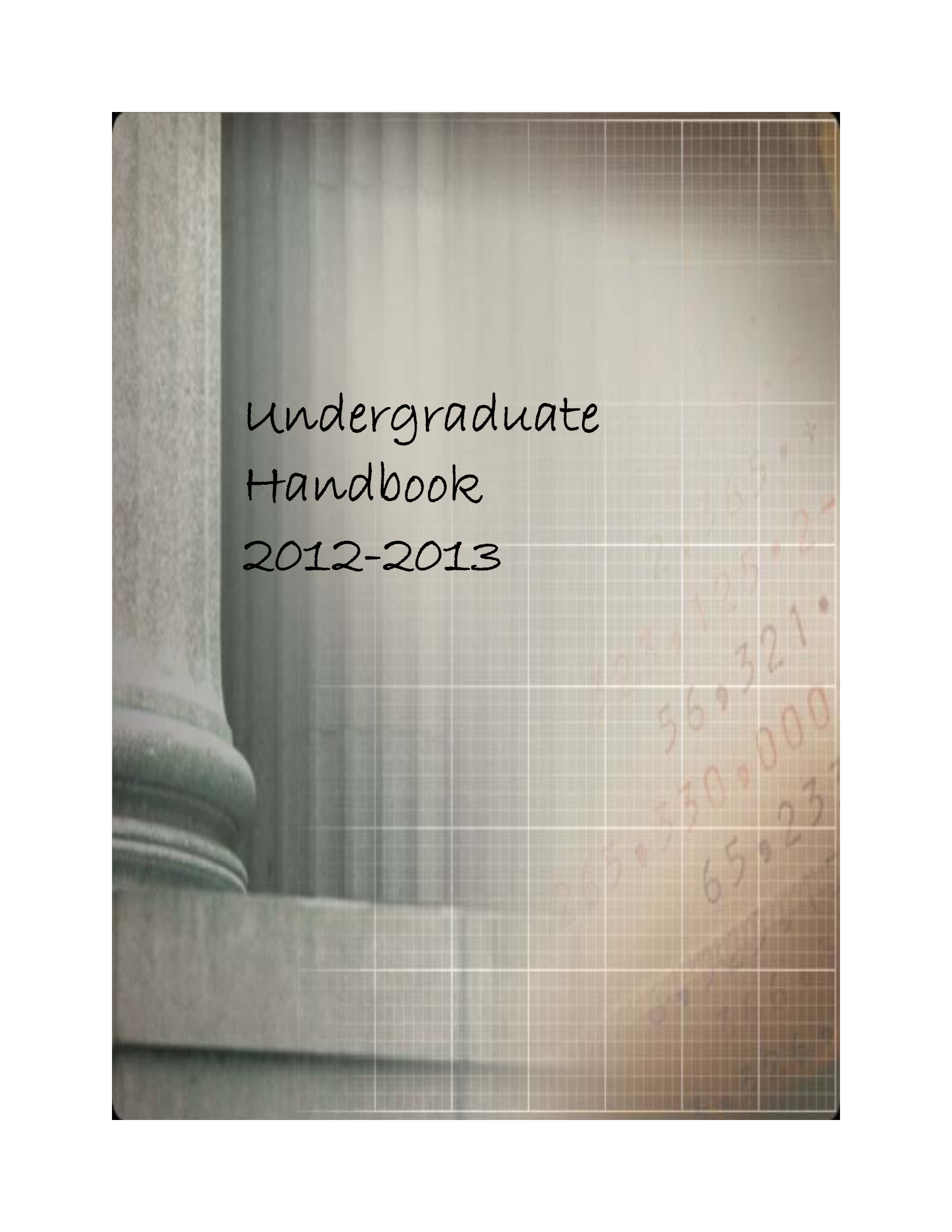
College of Management Advising Mission Statement

The College of Management Advising Center contributes to the teaching mission of the College and University by:

- challenging and empowering the College's diverse undergraduate students to achieve their educational, career and life goals;
- providing accurate, timely and accessible information, support and referral as students take responsibility for their educational plans, decisions and success;
- encouraging students to become Metropolitan State graduates and engaged life-long learners;
- working cooperatively with our faculty advising partners, providing expertise and resources.

By the end of the Program Information Meeting you will have:

1. Learned how to read your DARS degree audit or GELS worksheet
2. Learned about COM academic advising services
3. Learned how to read and understand your major Checklist and Course Sequence and understand the importance of pre-requisites
4. Declared your major if you have completed your Foundation courses
5. Developed a registration plan for your first semester

The background of the page features a photograph of a classical stone column on the left side, partially obscured by a semi-transparent grid pattern that covers the entire page. The grid is composed of thin, light-colored lines forming a square pattern.

Undergraduate
Handbook
2012-2013

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Web Site: <http://www.metrostate.edu/com/advising/>

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**Student Success Tip #1:
Use your academic advisor.**

Your advisor can:

- ✓ Provide accurate information about Metropolitan State's programs, requirements, policies and procedures.
- ✓ Assist you in making educational plans consistent with your goals, abilities and interests.
- ✓ Help you explore alternatives and determine a realistic course load.
- ✓ Help you select courses that best meet your individual and academic goals and requirements.
- ✓ Refer you to appropriate sources of information and assistance.

Have the following ready when you meet with or call your advisor:

- ✓ **Updated DARS report**
- ✓ **Major requirements checklist**
- ✓ **Course Sequence planner for your major**
- ✓ **Current class schedule**
- ✓ **Your questions/concerns**

My Tech ID is:

My Advisor's name is:

College of Management Undergraduate Advising Center

<http://www.metrostate.edu/com/advising/>

Phone: 612-659-7269

Fax: 612-659-7191

TTY: 651-772-7687

Email COM.Advising@metrostate.edu

Email: Contact any Metropolitan State University staff member using this format: firstname.lastname@metrostate.edu

Location:

1002 Management Education Center (MEC) building
1300 Harmon Place
Minneapolis, MN 55403

Mailing Address:

1501 Hennepin Avenue, Minneapolis, MN 55403-1897

Office Hours:

Monday – Thursday 8:30-6:00

Friday 8:30-5:00

Getting Help with Your Questions

Lots of information and resources are available on the web:

College of Management: <http://www.metrostate.edu/com/index.html>

COM Advising: <http://www.metrostate.edu/com/advising/>

When you have questions, call or email your assigned advisor. The College of Management designates an *Advisor of the Day* who is available to all students for phone or drop-in help during office hours. If your advisor will not be available for an extended period of time, (e.g. vacations) call the Advising Center and ask to be transferred to the *AOD*. Also see *Make the Most of Your Advisor*, in the *Planning Tools* packet.

Advisor of the Day Hours (AOD):

Monday – Thursday 10:00 am – 6:00 pm

Friday 10:00 am – 5:00 pm

To meet with an advisor, call or email to schedule an appointment in advance.

Advising Center Staff	Phone Number (Mpls)
Phil Bell	612-659-7278
Jeanne Cornish	612-659-7277
Clayton Helmer (Support Staff)	612-659-7270
YeeLeng Hang	612-659-7303
Paul Hesterman, Director	612-659-7275
Princess Kent-Zak	612-659-7237
Roxanne Markoff	612-659-7273
Sally Pinkston	612-659-7238
Bonnie Thibault	612-659-7299
Sam Vang	612-659-7274
Phyllis Webster	612-659-7309
Siew Wong	612-659-7255

INTRODUCTION TO THE COLLEGE OF MANAGEMENT STUDENT HANDBOOK

The College of Management (COM) congratulates you on your acceptance to Metropolitan State University! As a COM student, you are ready to plan your academic career. This handbook will help you plan your education and make informed decisions about your program.

Purpose of This Handbook

The purpose of the COM handbook is to provide you with tips, tools and other information you need to plan for and successfully complete your academic career in the COM at Metropolitan State.

How to Use This Handbook

Use this handbook to help you:

- ✓ Choose and declare a major
- ✓ Choose and declare a minor (optional)
- ✓ Plan your program and meet requirements
- ✓ Choose your path to learning
- ✓ Adjust to challenges you encounter as a student
- ✓ Plan for graduation and beyond

Go to the “Steps to a Successful Career in COM” section for information about:

- Step 1: Choose & declare a major, page H-4
- Step 1: Choose & declare a minor (optional), page H-7
- Step 2: Plan your curriculum, page H-9
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See the *COM Planning Tools* packet to help you:

- Assess your readiness for college
- Choose your Major
- Know the course requirements for COM majors
- Learn the prerequisites for courses required for a B.S. in Business Administration
- Track your progress in completing a B.S. in Business Administration
- Choose the learning options that are best for you

Student Success Tip #2:
Get the information you need to plan your program of study.

- ✓ Review the University Catalog online.
- ✓ Read this handbook!
- ✓ Take the mandatory diagnostic assessments early.
- ✓ Complete the New Student Orientation and a COM Program Information Meeting in-person or online.
- ✓ Ask your advisor to direct you to people and places that have information you need.
- ✓ Familiarize yourself with the Metropolitan State website at: www.metrostate.edu

Review the COM Advising Web site at:

<http://www.metrostate.edu/com/advising/>

✓

**Student Success Tip #3:
Take prerequisite
courses!!**

- ✓ Instructors expect you to know the material taught in prerequisite courses.
- ✓ You may be dropped from a course if you do not have the prerequisites completed.
- ✓ Check prerequisites in the current University catalog online and Class Schedule.
- ✓ Use your intended major course sequence to plan course selection.
- ✓ Complete all course prerequisites to avoid falling behind or failing courses.
- ✓ Discuss course prerequisites with your advisor.
- ✓ Thirty completed credits and completion of the writing part of Goal 1 are prerequisites for all upper division COM courses.

**Student Success Tip #4:
COM foundation courses
for most majors are:**

- Math 115: College Algebra
- Stat 201: Statistics
- Acct 210: Financial Accounting
- Econ 201: Macroeconomics
- Econ 202: Microeconomics
- MIS 100: Fundamentals of IT in Organizations

**REMINDER: YOU CANNOT
GRADUATE FROM COM
WITHOUT A DECLARED MAJOR!**

STEPS TO A SUCCESSFUL CAREER IN COM

The following sections, which are divided into steps, provide guidelines to help you prepare for and complete your undergraduate career at Metropolitan State.

STEP 1: COMPLETE FOUNDATION COURSES AND DECLARE A MAJOR

As a COM degree candidate, your first step to a successful academic career is to complete the Foundation courses for your intended major. Foundation courses must be completed *before* admission to the major because these courses develop the skills necessary for success in other courses required in the major. They are also prerequisites for many higher-level COM courses. Completing these courses early in your program will help you to succeed and to have the most valuable experience in other COM courses. Taking these courses will also help you decide if a COM major fits your interests and skills. These requirements can be met in several ways:

- By completing Metropolitan State courses.
- Through transfer courses approved as equivalent by COM.
- By passing free waiver exams offered by COM.

Submit a COM Program Declaration form only after completing *all* Foundation courses. Declaring your major will enable you to:

- **Lock in your major requirements.**
With a declared major, you have a contract with the university that specifies the courses you must take. If major requirements change, you have the option to use either your original contract or switch to the new requirements.
- **Confirm how transferred courses apply towards your program.**
Knowing how your transferred courses apply avoids “double transcribing” and taking the wrong courses — two mistakes that cost you time and money.
- **Satisfy University requirements.**
The university requires students to declare their major by the time they complete 80 credits or within the first year at Metropolitan State.
- **Clarify graduation requirements.**
When you identify a major, you can plan a program that will enable you to graduate in the most efficient timeframe.

For information about each major, including major requirement checklists, course sequence planners, and major planning tips, see the COM Advising web page at

<http://www.metrostate.edu/msweb/explore/com/undergrad/index.html>

COM Majors leading to the Bachelor of Science (B.S.)* degree

- Accounting (ACCT)
- Business Administration (BUS)
- Economics (ECON)
 - Business Track
 - Economics Track
- Finance (FIN)
- Human Resource Management (HRM)
- International Business (IBUS)
- Management (MGMT)
- Management Information Systems (MIS)
- Marketing (MKTG)

*These programs are available to any COM student.

COM Majors leading to the Bachelor of Applied Science (B.A.S) degree**

- Advertising and Business Management
- Industrial Management
- Information Assurance
- International Commerce
- Organizational Administration

** These programs are available **only** to students who have completed an approved A.A.S. with a 2.5 GPA, from an institution with an articulation agreement approved by COM.

COM Degree Requirements

The College of Management requires:

- At least 20 credits in the major must be earned at Metropolitan State.
- Each major also has a residency requirement that specifies how much of the major must be completed at Metropolitan State.
- Grades of C- or higher (or S) in all courses listed on a major checklist.
- A minimum of 120–124 credits (depending on the major) to obtain the degree.

**Student Success Tip #5:
Understand how your GPA
impacts your career.**

Your GPA can affect your:

- ✓ Ability to continue at the university
- ✓ Ability to graduate
- ✓ Eligibility for financial aid
- ✓ Ability to graduate with honors
- ✓ Eligibility for scholarships
- ✓ Chances of getting into graduate school
- ✓ Ability to get the job you want

GPA concerns:

- ✓ Aim first to do well and master the content of each course – a strong GPA will follow.
- ✓ A high GPA shows the ability to learn quickly and to perform at a high level – abilities that are important to employers
- ✓ Consider taking a course pass/no credit (S/NC) when you are concerned that the course might lower your GPA.
- ✓ Avoid taking too many courses S/NC if you plan to pursue graduate study.
- ✓ Maintain a cumulative GPA of 2.0 or higher to stay in good academic standing.
- ✓ Maintain a cumulative GPA of 2.0 or higher to meet graduation requirements.
- ✓ Students within the top 10% of GPAs in each college graduate with honors.

COM Double Major Policy

A student may combine any two majors in COM as a double major as long as there are at least 24 upper division semester credits of coursework in the second major that do not overlap the first major. Both majors must be completed at the time of graduation.

Considerations When Selecting a COM Major

As you think about a possible major, ask yourself these questions:

- Choose a major consistent with your personal and career interests, values, skills and abilities.
- What is important to professionals in my future career field, my current employer, and work peers? What is important to me and to other significant people in my life?
- How many credits beyond the minimum 120-124 will it take to complete my preferred major? Would it serve me better to choose a shorter major or program in order to finish sooner?
- Will I pursue a master's degree in the future? If so, carefully consider which undergraduate program you choose and build in graduate school prerequisites.
- Do I prefer a focused major in one field (e.g. Accounting or MIS) or a flexible, generalist program that could take me in a variety of career directions?
- Do I have strong credentials or a lot of experience in my chosen field? In general, those with weaker experience in a field are advised to select a focused major in that field rather than a general or individualized program.
- Which is more important to employers in my field of interest, academic credentials or work experience? Will I need a particular degree or major to progress in my career, or to break into a new field?
- Do employers in my field of interest require specialization or do they prefer generalist degrees?
- Am I selecting a business degree because I don't know what else to choose?
- Do I have a preference for one degree title over another? (In most cases, there is little or no advantage to having a B.S. rather than a B.A. or vice versa.)

How to Choose a COM Major

For help in choosing a COM major, see "Checklist for Choosing a Major" in the *Planning Tools* packet.

CHOOSE AND DECLARE A MINOR (OPTIONAL)

Pursuing a minor gives you an opportunity to focus in an area of study (apart from your major) that is of particular interest to you. A minor is optional and is not required for your degree. Metropolitan State offers over thirty minors. For more information, see the university's website or undergraduate catalog online.

NOTE: COM students *cannot* declare a Business Administration minor. You *cannot* declare a minor in a field of study that is also your major. For example, if your major is Economics, you cannot also declare an Economics minor.

Existing COM Minors

- Advertising
- Business Administration
- Economics
- Entrepreneurship
- Human Resource Management
- Management Information Systems
- International Business
- Project Management
- Risk Management and Insurance

About COM Minors

- Checklists for COM minors are available from the COM Undergraduate Advising Center or online at:
- <http://www.metrostate.edu/msweb/explore/com/undergrad/index.html>
- All courses for minors must be completed with grades of "C-" or higher (or S).
- Minors consist of approximately 20 credits (versus approximately 60 credits for a major).
- Procedures for approving a minor vary among the colleges; see your advisor for COM approval procedures.
- You must complete your minor before graduating from Metropolitan State University.

Considerations When Selecting a Minor

- Do I have interest in a subject that complements my major, such as organizational communication?
- Do I have a personal area of interest unrelated to my major, such as history?
- How many credits beyond the minimum 120-124 will it take to complete my preferred minor? Would it serve me better to focus my studies on a master's degree instead?

Student Success Tip #6: Establish effective study habits.

- ✓ Attend all classes, arrive on time and stay for the entire session.
- ✓ Review the class syllabus carefully to assess the instructor's teaching style and your learning style.
- ✓ Enter due dates of assignments, quizzes and exams in your calendar and schedule time to work on them before the due dates.
- ✓ Go to class prepared to participate.
- ✓ Complete assignments on time.
- ✓ Schedule blocks of time to study before each session.
- ✓ Attend academic skills workshops conducted by the University Counseling Services.

For more ideas, go to:

http://www.metrostate.edu/msweb/explore/com/advising/new_student_info.html#Becoming

- Wise planning early in your program may allow some courses in your minor to overlap with:
 - General Education requirements
 - Liberal Studies
 - Courses in a major
 - Free electives needed to meet the minimum credit requirement.

How to Declare a Minor

To formally declare a minor, complete the **Program Declaration form**, available from the COM Advising Center, your advisor, or online at <http://www.metrostate.edu/msweb/explore/com/advising/forms.cfm> and submit it to your advisor or to the COM Advising Center.

STEP 2: PLAN YOUR PROGRAM

After you choose your major and (if desired) a minor, you are ready to choose the courses needed to earn your degree. These courses are distributed into the following components:

- General Education and Liberal Studies (GELS)
- Business Foundation courses
- Business Core courses
- Required major courses
- Capstone
- Major electives
- Free electives

Use your DARS report (available on your student portal) to review and track completion of the requirements for your program.

COM students without an officially declared approved major declaration will see a “Pre-business” DARS report showing GELS and COM Foundation and Core requirements (note that some major Foundation and Core requirements differ; see the COM web page for specific requirements for each major). When you have an officially approved major, you will see a DARS report showing the detailed requirements for your approved major.

Degree Components: The Building Blocks of Your Degree

Each of these components is like a story or floor in a building. A foundation must be laid before the first story is built. Once the foundation is laid and the first story is built, then the second story can be added. Each new story is added on top of the last until the building is finished.

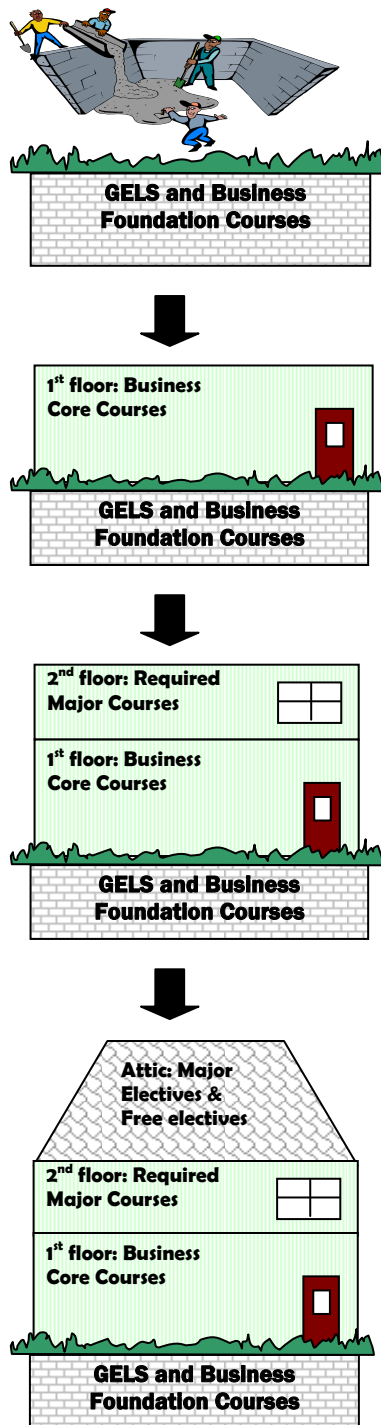
Just like the building, each degree program is constructed of various components. First, the foundation is laid. Additional components are then added to the foundation until the degree is completed. Just as buildings vary in design and in how they are built, so do degrees vary in design and how the components are completed to reach the goals.

See the following page for a description of each component and an illustration of how you use them to construct your degree program.

Student Success Tip #7: Pick a course load that is realistic and manageable.

- ✓ Plan to spend about 15 hours per week outside of class to study for a 4-credit semester class (plus travel time to and from class). In hours, this is similar to working a part-time job.
- ✓ Expect three, 4-credit courses per term to be equivalent in hours to a full-time job.
- ✓ Avoid registering for too many classes and then canceling or withdrawing. This wastes time and money, may prevent another student from getting into a course, and can affect your academic standing.
- ✓ Expect independent study and online courses to take more time, not less time.
- ✓ Ask your advisor for suggestions about choosing a manageable course load.
- ✓ For most purposes, 12 credits is the minimum needed to be a “full-time” student.

**Student Success Tip #8:
Construct your degree using the
right components.**



General Education and Liberal Studies (GELS) – GELS are general education and liberal studies courses that are required for any Metropolitan State degree and may be prerequisites for many other courses. GELS courses are critical to developing the communication and learning skills and the perspectives on the world critical to success in business. ***GELS may be taken at any point in your program, but writing and math should be completed early.*** Completing many of your General Education requirements at the freshman and sophomore level broadens your undergraduate education and helps you develop critical thinking skills needed for Liberal Studies and other upper division courses. GELS must total 48 semester credits, which address these 10 goal areas:

Goal I: Communication

At least two writing courses, introductory and intermediate writing (6 or more credits) **and** one oral or visual communication course (3 or more credits)

Note: Students who place at the intermediate level on the university’s writing assessment are required to complete intermediate writing and oral/visual communication only.

Goal II: Higher Order Thinking

Students who complete the university’s general education curriculum will have met this goal.

Goal III: Natural Sciences

At least one course including a laboratory, simulation or field experience (3 or more credits).

Goal IV: Mathematics/Logical Reasoning Competence.

At least one course at or above the college algebra level (3 or more credits). All College of Management majors require *Math 115 College Algebra* or higher, which meets this requirement.

Note: This General Education requirement is waived for students who place above the college algebra level on the university’s higher-level math diagnostic assessment test.

Goal V: History and Social and Behavioral Sciences

At least two courses in two disciplines (6 or more credits). *Econ 201: Macroeconomics* or *Econ 202: Microeconomics* may count as one of these two courses. The other economics course may count as a General Education elective.

Goal VI: Humanities

At least two courses in two disciplines (6 or more credits)

Goal VII-X: Students must complete at least one course (3 or more credits) in each of the following areas.

- Human Diversity in the United States (VII)
 - Global Awareness (VIII)
 - Ethical and Civic Responsibility (IX) (Consider Phil 320 Business Ethics, which can also count as a Liberal Study and a Business Administration or Management major elective)
 - People and the Environment (X)
- Completion of the Minnesota Transfer Curriculum or an Associate of Arts degree (A.A.) from a Minnesota community college satisfies Goals I-X.
 - Courses may be used to meet a maximum of two general education goals, but only if one goal is in Goals I-VI and the other goal is in Goals VII-X.

Upper Division Liberal Studies: At least 8 credits (two courses) at the 3xx level selected from the course lists for Goals I-X. Courses 3xx or higher used to meet the Liberal Studies requirement may overlap with only one goal area.

Many students will need General Education electives to reach the minimum 48 credits required. Of the COM Foundation courses, *Stat 201, Econ 201 or Econ 202, and MIS 100* may count as General Education electives.

Business Foundation Courses — Most COM majors require the same foundation courses. These are lower division courses (100 or 200 level) that are prerequisites for many other courses. These courses build the skills needed throughout your program and must be completed prior to declaring your major. Some may overlap with GELS.

Business Core Courses — These courses are upper division courses (300 or 400 level). They offer the breadth and depth you need to be a successful business professional. COM recommends taking most of the Business Core courses early in your program, but after completing your Foundation courses. Note that completion of 30 credits and the Goal 1 Writing requirement are prerequisites for all upper division Core courses.

Student Success Tip #9:
COM business core courses are:

- Intro to Operations Management
- Principles of Finance
- Mgmt Principles and Practices
- Principles of MIS
- Marketing Principles

Student Success Tip #10
To plan you major courses, use:

- Course Sequence planner for you major
- “Planning Tips” for your major. Link to these resources from the information for your major at http://www.metrostate.edu/msweb/explore/ugrad_study_areas/accounting_business/index.html

Required Major Courses – These upper division courses are specific to each major in COM and provide depth in your particular major or field.

Major Electives – These upper division courses allow you some flexibility to choose major courses that best fit your interests. Contact your advisor for specific information regarding requirements

Capstone – *Mgmt 499: Case Studies in Strategic Management* and/or applicable, your major capstone, need to be taken at the end of your program. See website for details.

Free Electives – Chosen from across the entire university curriculum, these 100-400 level courses may be needed to reach the minimum 120 or 124 credits for your degree. Transferred courses/credits not used for GELS or your major/minor are counted as Free Electives.

Overlapping courses across requirements: In some cases, it is possible to use the same course to satisfy more than one requirement. For example, College Algebra is required for all COM majors and also satisfies GELS Goal IV. (Students who began at Metropolitan State before Spring 2003 follow different rules on overlapping than students admitted for Spring 2003 or later. Consult your advisor if you are not sure which rules apply to you).

Transferring Credits into Metropolitan State

Metropolitan State's Admissions and Records offices determine how many credits will transfer, and which courses will apply towards GELS requirements.

The COM faculty determine which transfer courses will be accepted to meet COM major requirements. In general, courses will be accepted to meet COM major requirements if:

- The course content is comparable to a current Metropolitan State course as determined by Metropolitan State's COM faculty.

- The course was taught at a comparable level at the other institution. (Normally, transfer courses must be upper division to be accepted as meeting COM upper division requirements.)
- The course was taken within an allowable time frame.

COM Advising will soon send you a preliminary evaluation of how your transfer courses apply to COM major requirements.

Talk with your advisor to request additional evaluation or re-evaluation of your transfer courses. For more details, see “COM Transfer Policy” in the *Planning Tools* packet or online at https://db.metrostate.edu/webapps/drep/COM_Transfer_Policy.pdf. In addition, you can view the University Transfer Policy (Policy 2120), <https://db.metrostate.edu/webapps/drep/Policy%202120.pdf>.

STEP 3: CHOOSE CREATIVE LEARNING STRATEGIES THAT ARE RIGHT FOR YOU

Metropolitan State University provides a variety of ways you can earn college credit, in addition to the typical classroom course. Available learning options include:

- Internships
- Faculty-Designed Independent Study (FDIS)
- Student-Designed Independent Study (SDIS)
- Online Courses
- Theory Seminars
- Prior Learning Assessments (PLAs)
- CLEP Tests
- Transfer courses taken after admission

Each of these strategies meets different needs and may be appropriate for different people. Online courses and FDISs provide more flexible ways to take a course, but may not fit some students' learning styles. Internships and SDISs provide opportunities to truly individualize your program, but they also require lots of initiative by the student. PLAs, theory seminars and CLEP exams can help you earn college credit for previous learning that has not been awarded credit or accepted as equivalent. It is also possible to take a course from another school after admission to Metropolitan State, and use it towards your COM degree.

For suggestions on choosing options that will work for you, see "Choosing Your Creative Learning Strategies" in the *Planning Tools* packet, and the First College web pages on Metropolitan State's web site. If you are unsure, talk with your advisor about the options that best fit your own background, learning style, needs and goals.

STEP 4: ADJUST ALONG THE WAY

Even with careful major, minor and curriculum planning, unforeseen circumstances may force you to make adjustments along the way. Here are a few tips to help you make adjustments as smoothly as possible.

- **Get help early and often!** For resources that can help you with challenges you are facing, see “Support Services Contact Information” in the *Planning Tools* packet. You may also contact your advisor to discuss your situation and ask for suggestions.
- **Before dropping or withdrawing from a course, know**
 - the deadline for dropping courses with a refund (within the first week of the term - check the Class Schedule for dates each term).
 - the deadline to withdraw from a course. If you miss the deadline (approximately the end of the 11th week of the term), you remain enrolled in the class and receive the grade you earn.
 - how dropping or withdrawing from a course will affect your academic standing (check with your academic advisor) and financial aid (check with the Financial Aid Office).
 - that, if situations beyond your control make it necessary to withdraw, you may submit an appeal for a tuition credit or refund.
- **Before requesting an incomplete, know**
 - awarding an incomplete is at the instructor’s discretion. Normally an instructor will give an incomplete only if you are doing satisfactory work and have nearly finished the work for the course.
 - you must finish the incomplete course the following term or your grade of “I” will become an “F” (or “NC”).
 - an “I” may affect your academic standing
 - you cannot drop or withdraw from a course once you have been approved for an incomplete. Don’t request an incomplete if it is unrealistic for you to finish the course during the next term.

Student Success Tip #11: Get help when you need it:

- ✓ Ask for help from your instructor, and use tutors and labs at the first sign of academic difficulty.
- ✓ Establish study groups with other students.
- ✓ Contact your advisor to discuss any academic problems you encounter.
- ✓ Use the Center for Academic Excellence to strengthen your Math and Writing skills.
- ✓ Ask the staff at Student Counseling Services for help with:
 - Time management
 - Concentration and motivation
 - Note taking strategies
 - Textbook reading speed and comprehension
 - Study techniques
 - Vocabulary development
 - Presentation techniques
 - Research paper preparation
 - Exam preparation and test taking techniques

And much more!

- **Before repeating a course, know that:**
 - you have only one opportunity to remove a “D” or lower grade from your GPA. The first “D” or “F” you receive will be replaced by the grade you earn the second time you take a course. However, if you repeat a course more than once, every grade that follows will be calculated into your GPA.
 - when repeating a course, submit a ***Repeat Course Form*** http://www.metrostate.edu/applications/drep/files/Repeat_Course_Form.pdf to the Registrar’s Office when you re-register for the course.
 - because only letter grades are calculated into your GPA, it’s often wise to take a course under the “S/NC” option if you take a course again after failing it twice with a letter grade.

Step 5: Prepare for Graduation and Beyond

As a new student to COM, it is not too early to think about graduation. Keep in mind the following key points as you work toward completing your degree:

- **Excel in your courses.** Graduating with a high GPA will make you more competitive for both professional careers and graduate programs.
- **Consider whether or not graduate school might be in your future.** If you plan to attend graduate school, this may affect your choice of undergraduate major. Currently, COM offers the following graduate programs:
 - **Master of Business Administration (M.B.A.) with concentrations in:**
 - ✓ Marketing
 - ✓ Management Information Systems
 - ✓ Project Management
 - ✓ Finance
 - **Master of Management Information Systems (M.M.I.S.)**
 - **Certificate of Management Information Systems:**
 - ✓ Generalist Certificate
 - ✓ Analysis and Design Certificate
 - **Certificate in Project Management**
 - **Master of Public and Nonprofit Administration (M.P.N.A.)**

Note: Other colleges at Metropolitan State offer additional graduate programs.

- **Consider what information and skills you want to have for your future career.** Career Services counselors can help you define your goals. Build appropriate courses, internships, and other experiences into your academic program.

Student Success Tip #12:
Consider graduate school when deciding whether or not to take a course for a letter grade.

- ✓ If you plan to apply to graduate schools, take your major courses for letter grades.
- ✓ If you want to receive an official GPA from Metropolitan State, at least 75% of your credits must be completed with letter grades.

- **Aim to graduate with honors.**
 - Students within the top 10% of GPAs for each college graduate with honors.
 - Each commencement period, one student from each college is selected to receive the Outstanding Student Award. Students may obtain information and nomination forms from the COM Advising Center.
- **Contact your advisor about two terms before you expect to graduate to make sure you are on track.**
- **Contact Career Services (651-793-1528) at least six months before your graduation date if you plan on a career change or job search.** Career Services offers free workshops, career counseling, job search coaching, and other assistance to make your career change a success.
- **Contact the Graduation Office (651-793-1231) early in your final term to apply for graduation.** Then, contact your advisor to complete the graduation process. Deadlines for these required steps are provided in the *Class Schedule*, *Catalyst*, and Metropolitan's website under the graduation link.

Planning Tools

Handwritten notes on a grid background, including numbers and mathematical symbols:

265° 530° 000
56° 321°
65° 23°

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The Focused, Centered and Empowered Student

This wheel diagram shows qualities that make up a focused, centered and empowered student. You can use the wheel to assess your readiness for college-level work and as a discussion point with your advisor.

Instructions:

Consider each of the categories on the wheel in relation to yourself. For each of the seven categories on the wheel consider how well prepared you are, between 0-100%. Place a mark along the scale corresponding to the percentage that best reflects your strengths and weaknesses. Areas rated closer to the 100% represent areas of strength; the sections rated lower indicate weaker sections. You are encouraged to seek assistance to strengthen your weaker areas by contacting your advisor or other relevant sources. To be an engaged student, and make the most of your advisor, read on!

Services are available to address the different categories:

Self-esteem	Believe in yourself! Get involved in one of the many student organizations. Student counseling is free and confidential.
Self-management	Consider your present commitments, such as family, friends, work and school. Incorporate a balanced lifestyle. Better to go slow and steady than to crash and burn.
Optimism	Keep a positive outlook to get through challenging times. F is for feedback – not failure.
Clear Vision	Have a clear goal, develop a plan that is right for you and plan ahead.
Enthusiasm	Get engaged in your learning!. Enjoy the academic journey!
Skills	Take recommended reading, writing and math courses early in your degree program in order to lay a solid foundation. Other resources available are Student Counseling Services, Disability Services, TRIO and tutoring.
External Support System	Identify sources of support such as family, friends, employer, co-workers, Student Services, Financial Aid and TRIO.



SUPPORT SERVICES CONTACT INFORMATION

Here is a quick reference of other services available to Metropolitan State students:

Bookstore Students can order books online at www.metrostate.bkstr.com or www.efollett.com .	651-793-1670
Center for Community Based Learning	651-793-1285
Diagnostic Assessment Services	651-793-1537
Disability & Special Services	651-793-1540
English as a Second Language	651-793-1532
Financial Aid/V.A. Office Information on financial aid, scholarships, and grants.	651-793-1414
Information Technology Labs (Computer labs) Computers, scanners, software for word processing, spreadsheets, graphics, communication, statistics, computer-aided instruction and computer languages available.	651-793-1515 (St. Paul) 612-659-6000 x4601 (Mpls) 651-999-5845 (Midway)
International Student Services/Advisor Admissions, tuition, and health insurance information.	651-793-1543
Library Services Obtain a student I.D, Access reference materials, journals, periodicals and books. Students may check out some items for use at home.	651-793-1616 (St. Paul) 612-659-6290 (Mpls) 651-999-5816 (Midway)
Multicultural Assistance African American Student Services Asian Student Services Chicano/Latino Student Services Native American Student Services	651-793-1541 651-793-1542 651-793-1543 651-793-1219
Student Counseling Services Help with study skills and counseling regarding personal, work and family issues.	651-793-1558
Student Health Insurance Please see the current Class Schedule for more information. http://www.metrostate.edu/msweb/pathway/gateway/student_health_insurance.html	651-793-1534
Testing Centers Take CLEP exams (St. Paul only) waiver exams (MIS 100 waiver only offered in Mpls), independent study exams, make-up exams, undergraduate and graduate assessments http://www.metrostate.edu/testingcenter/index.html	651-793-1531 (St. Paul) 612-659-7251 (Mpls)
TRIO Help for eligible students with advising, advocacy, mentoring and study skills. Students who are U.S. citizens/permanent residents and who meet at least one of the following three criteria are eligible: 1) first generation college students, or 2) eligible for financial aid, or 3) students with documented disabilities.	651-793-1525 (St. Paul)
Center for Academic Excellence http://www.metrostate.edu/msweb/resources/academic_ss/cae/writing_center/schedule.html	651-793-1460 (St. Paul) 612-659-7157 (Mpls)
Tutoring Services: Economics Accounting Finance http://www.metrostate.edu/msweb/resources/academic_ss/cae/index.html	
Women's Services	651-793-1510

Updated 2/28/07pkz-cb 3-18-10pkz

THE ENGAGED, RESPONSIBLE, SUCCESSFUL STUDENT

“Engaged” might be the single word that best describes a successful student. “Engaged students” are not those planning to get married soon, but people who are actively in charge of their learning and education, not just doing as little as possible to get by, and not just passively receiving information from their advisor and instructors. Engaged students know that you get out of your education – or any activity in life – about what you put in to it. Engaged students don’t just cram for exams, they bring their learning to their work and life, and their life and work experience into their learning. When students are fully engaged in their education, they take responsibility for their education and are more likely to be successful.

Does this imply that a student should quit his or her job and abandon family and other commitments? Of course not, but it does suggest that each student must find his or her own appropriate balance between education and other life commitments. In its simplest terms, this means carrying a course load that complements and balances one’s life, thus making it possible to successfully address all the demands that life brings. An engaged student follows the tips on how to maximize the advisor/advisee relationship provided on “Make the Most of Your Advisor” in this packet. An engaged student takes responsibility for his or her own learning - and that also includes:

- Attending all classes - especially the first; arriving on time, coming to class prepared to participate, and staying for the entire session. If you are not there, you are not learning.
- Spending a minimum of 7 to 10 hours per week on homework for each 4-credit course. “Time on task” leads to engagement and success.
- Completing assignments on time.
- Asking for help, and using tutors and labs at the first sign of academic difficulty, including the Center for Academic Excellence, and the Financial Accounting, Economics, and Math/Statistics tutors.
- Collaborating with fellow students by exchanging phone numbers to establish study groups and to get assistance when homework difficulties arise.
- Finding a study place and time, free of distractions, to make studying more effective.
- Scheduling blocks of time to study well in advance of the next class session.
- Learning how to make your study time more effective by addressing:
 - ✓ time management
 - ✓ physical, environmental and mental factors
 - ✓ concentration and motivation
 - ✓ notetaking strategies appropriate for the material
 - ✓ textbook reading speed and comprehension
 - ✓ vocabulary development
 - ✓ presentation techniques
 - ✓ research paper preparation
 - ✓ exam preparation and test taking techniques

Your advisor can help you identify strategies for success. Call Metropolitan State’s Student Counseling Services at 651-793-1558 for academic study publications, and free learning skills assistance. Learning skills publications may also be available from your local public library.

Checklist for Choosing a Major

The following checklist consists of five main steps that may help you decide on a major. Each section includes a space for you to set a goal date and options for completing the step.

Complete by: _____ **Step 1: Familiarize yourself with available resources and services.**

- Schedule an initial appointment with an academic advisor.
- Research the free Career Services workshops and choose one that fits your needs:
http://www.metrostate.edu/msweb/pathway/academic_success/counselcareer/career_services/index.html
- Take *PSYC 107: Career Planning* or *PSYC 108: Career and Life Learning Planning for Women*. Either course may count for general education or as a free elective.
- Check out the Student Activities Office website for activities or organizations that may pertain to your major or career choice at:
http://www.metrostate.edu/msweb/pathway/academic_success/slld/student_orgs.cfm?id=21

Complete by: _____ **Step 2: Gather information about the majors and careers of your interest.**

- Read about these majors in the Metropolitan State undergraduate catalog and/or on the majors website at:
<http://www.metrostate.edu/msweb/explore/catalog/undergrad/index.cfm?vl=U>
- Learn about the degree requirements for these majors by meeting with your academic advisor and by reading handouts and the university catalog.
- If you are very unclear at this point, investigate career interest assessments available through Career Services: (651) 793-1528 or career.services@metrostate.edu
- Seek input from your significant other, family, friends, professors, and employer.
- Conduct research about your potential majors and related career fields through sources such as the library and the internet for example, <http://www.iseek.org> or <http://www.metrostate.edu/career>
- Keep a personal journal describing your thoughts, as you explore different options.

Checklist for Choosing a Major (continued)

Complete by: _____ **Step 3: Evaluate your majors and careers research and narrow your choices to one to two majors.**

- Eliminate any majors that are of little interest to you.
- For each remaining major, list the pros and cons of the major and related careers. Look for significant plusses and minuses.
- Contact your academic advisor and Career Services if you have difficulty narrowing your choices.
- Make your decision! Based on your research and evaluation, decide which 1-2 majors you will explore further.

Complete by: _____ **Step 4: Conduct additional research and gather more detailed information about the remaining one to two majors.**

- Read course descriptions in the Metropolitan State Undergraduate Catalog:
<http://www.metrostate.edu/msweb/explore/catalog/undergrad/index.cfm?lvl=U>
- Make a list of your interests, skills, and values and evaluate which major is the best fit.
- Write down potential rewards or practical issues you need to consider as you review your majors and potential careers.
- Meet with your academic advisor and a faculty member in the department(s) for the major(s) of your interest to gather additional information about the courses in your areas of interest.
- Meet with faculty who teach in these majors to learn more about the curriculum, courses in the major, and what you can do with each major after graduation.
- Continue making and reviewing your journal entries.

Complete by: _____ **Step 5: Choose your major.**

- Based on your evaluation, decide which major you will choose.
- Consider adding minors for those areas that you did not select as your majors.
- Contact your academic advisor to officially declare your major (and if applicable, your minor) and discuss which courses to register for in the next term.

General Education/Liberal Studies/ Minnesota Transfer Curriculum Requirements

All undergraduate degree-seeking students must complete the General Education and Liberal Studies (GELS) requirements.

General Education/Liberal Studies (GELS) (48 credits)

To meet the university's General Education and Liberal Studies (GELS) requirements, students must complete each of the 10 goal areas of the Minnesota Transfer Curriculum (MnTC) and complete 48 unduplicated credits. Eight (8) of the 48 credits must be upper division (300-level or higher) to fulfill the university's Liberal Studies requirement.

Minnesota Transfer Curriculum (MnTC)

(40 or more credits)

Overlap: A single course may be used to meet a maximum of two goal areas.

Goal 1: Communication—Two writing courses—introductory and intermediate writing (6 or more credits).
One oral or visual communication course (3 or more credits).

Note: Students must place at the intermediate level on the university's writing assessment essay to be exempt from introductory writing.

Goal 2: Critical Thinking—Students who complete the university's general education requirements will have met this goal.

Goal 3: Natural Sciences—(3 or more credits). At least one course including a laboratory, simulation or field experience

Goal 4: Mathematical/Logical Reasoning (3 or more credits).
Note: This requirement is waived for students placing above the college algebra level on the university's higher level math assessment.

Goal 5: History and the Social and Behavioral Sciences—(6 or more credits). At least two courses from two different disciplines

Goal 6: Humanities and the Fine Arts—(6 or more credits).
At least two courses from two different disciplines .

Goal 7: Human Diversity (3 or more credits).

Goal 8: Global Perspective (3 or more credits).

Goal 9: Ethical and Civic Responsibility (3 or more credits).

Goal 10: People and the Environment (3 or more credits).

Liberal Studies (8 or more credits)

All students must complete eight upper-division semester credits (300-level or higher) from the approved GELS Course List. Courses marked with an asterisk (*) do not fulfill Liberal Studies requirements. Liberal Studies courses may overlap with one or two goal areas.

GELS Electives

Students who have completed the Minnesota Transfer Curriculum (MnTC) and Liberal Studies requirements may still need additional credits to bring the total to 48 unduplicated credits. Any course listed for Goals 1–10 (except for courses marked with an asterisk [*]) may be used as electives. In addition, courses listed under the General Education and Liberal Studies Electives section of the approved GELS Course List may also be used.

Summary of Graduation Requirements

- General Education/Liberal Studies—48 credits
(MnTC—40 and Liberal Studies—8)
- Major requirements—24–64 * credits
- Minimum total credits to graduate—120–124 *
- Minimum upper-division credits—40
- Minimum credits completed at Metropolitan State—30
**Depends on major*

Notes

- Only courses worth two or more semester credits can be used to meet goal area requirements.
- Students who have completed the Minnesota Transfer Curriculum since fall 1995, or who have earned an associate of arts (A.A.) degree from a Minnesota State Colleges and Universities System (MnSCU) institution or the University of Minnesota, do not need to complete general education goal area requirements at Metropolitan State. However, these students must meet the university's Liberal Studies requirement. This exemption does not apply to the A.S., A.A.S. or other associate degrees.
- GELS requirements may be met by transfer courses or by courses completed at Metropolitan State.
- Courses approved for a goal area at another MnSCU institution will apply to the same goal area at Metropolitan State. Students having completed a goal area at another MnSCU institution will have the goal fulfilled at Metropolitan State.
- The DARS report will show the official means by which transfer credits are accepted and applied to GELS. Students may appeal transfer evaluation decisions to the Registrar's Office, in consultation with their advisor.
- For additional information about each of the goal areas, go to http://www.mntransfer.org/students/plan/s_mntc.php.

How to Read a DARS Report

- Header
- How to Read a DARS Report:
http://www.metrostate.edu/msweb/pathway/registration/degree_audits.html
- Legend
- Requirements
- "Select From" Lists
- Courses applied to requirements and requirement completion

*If you get an audit with the wrong major
you must file a major correction notice with your Advisor.

This report has been prepared to assist you in determining your academic progress at Metropolitan State University. Every effort has been made to ensure its accuracy. It is the student's responsibility to meet graduation requirements. If errors are found and/or further assistance is needed, please contact your academic advisor.

You may appeal transfer course evaluation decisions. Contact your advisor or college advising center with questions about how transfer courses apply toward general education, major or program requirements. Transfer appeal information can be found www.metrostate.edu/registration/registration_appeals.html

*+ + + + LEGEND FOR READING YOUR WEB AUDIT + + + +
REQUIREMENT SYMBOLS COURSE SYMBOLS*

<i>Red X /Requirement not completed</i>	<i>>C /Cross-listed courses; only one of a set counts</i>
<i>Green Check /Requirement complete</i>	
<i>IP /Requirement/Subrequirement reflects in-progress coursework</i>	<i>>D /Duplicate; course taken multiple times counts once (this one doesn't count)</i>
<i>+ /Subrequirement complete</i>	<i>IP /Course in progress</i>
<i>- /Subrequirement not completed</i>	<i>>R /Repeatable course; counts more than once</i>
<i>* /Optional subrequirement</i>	<i>>S /Credits for this course split between requirements</i>
<i>R /Mandatory subrequirement</i>	<i>(R)/In course list, identifies a required course</i>
<i>RW /Requirement waived</i>	<i>CW /Course waived</i>
	<i>RP /Repeated course</i>
	<i>>X /No credit for repeat</i>
	<i>T /Transfer symbol, e.g.</i>
	<i>TA = Transfer "A" grade</i>
	<i>TWA = Combined transfer grade</i>
	<i>TZ = Transfer "IP" grade</i>
	<i>NTD = No transfer "D" grade</i>
	<i>TW = No transfer "W"</i>
	<i>** /"Wild card" symbol, e.g.</i>
	<i>Hist3** = any Hist 300+</i>
	<i>***** = any Subj/Nbr</i>
	<i>***3** = any discipline 300 level or above</i>

<i>S /Spring Term</i>	
<i>SS /Summer Session Term</i>	
<i>F /Fall Term</i>	
<i>W /Winter Term</i>	
<i>e.g.</i>	
<i>S 03 = Spring 2003</i>	
<i>SS09 = Summer 2009</i>	
<i>F 99 = Fall 1999</i>	
<i>W 84 = Winter 1984</i>	

“Requirements” Show

- Completion status: OK, NO, IP
- Text of requirement; courses/credits required
- “Select From” list of courses
- “Subrequirements” with + or - completion status

A single course may be used to meet a maximum of two goal areas; this rule does not apply to the Liberal Studies requirement where courses may overlap with one or two goal areas.

** A total of 48 unduplicated credits is required to complete **
** the General Education & Liberal Studies requirement: **

>> 40 credits addressing the 10 Goal Areas <<
>> 8 credits of upper division Liberal Studies <<

Courses that meet more than one requirement count credits once.

▶ GENERAL EDUCATION REQUIREMENT

A minimum of 48 credits completed in the 10 Goal Areas, Liberal Studies, and the "SELECT FROM" list below:

EARNED: 41.30 CREDITS
IN-PROGRESS 7.00 CREDITS

▼ LIBERAL STUDIES REQUIREMENT

Eight upper division credits (300-500 level) from the entire approved GELS Goal Area and GELS Elective course list. Except "NOT FROM" courses listed below.

- 1) *Reminder: These courses may overlap with one or two Goal Areas.*

.00 CR LISTED
IN-PROG: 4.00 CREDITS
S 10 HSFS342 4.0 Z IP Children in U.S.
NOT FROM: ETHS309 (F 09 OR AFTER),
ETHS313 (S 03 OR AFTER), 380 (THROUGH F 09),
ETHS400 (S 08 OR AFTER) GNDR340 (S 10 OR AFTER),
GNDR401 (S 10 OR AFTER) HSER395 HRM 585
IBUS311 ,391 MGMT360 MKTG480 MATH101
NATH302 (S 03) PSYC312 ,314 (SS03 OR AFTER),
PSYC343 (S 03), 345 (SS03 OR AFTER), 349 (S 03)
RDNG101 THEA331 ,345 ,346 WMNS340 (S 03-F 09),
WMNS401 (S 03-F 09) WRIT101 *****2** ,1** ,T**

GELS – Goal I-IV



Goal I: Communication - Part I Writing

EARNED: 3.00 CREDITS
IN-PROGRESS 3.00 CREDITS

SS08 WRIT131 3.0 B+ Writing I
S 10 WRIT271 3.0 Z IP Technical Writing



Goal I: Communication - Part II Oral and Visual Communication

EARNED: 2.66 CREDITS

W 06 COMM231 2.6 TA Interpersonal Relations
GLOBE : CM155



Goal II: Higher Order Thinking

Students who complete the university's general education requirements will have met this goal.



Goal III: Natural Sciences

- 1) One course, three or more credits

SELECT FROM: BIOL111 (S 03-F 08) & 111L(S 03-F 08), *

NSCI203 (S 10 OR AFTER),204 (S 10 OR AFTER)

BIOL111 (S 09 OR AFTER),112 (S 03-S 07) & *

PHYS105 (S 08 OR AFTER) PRSP350 (F 03-F 07)

BIOL112L(S 03-S 07),112 CHEM111 (S 03-S 07) & *

PSYC387 (S 10 OR AFTER) WRIT575

CHEM111L(S 03-S 07),111 ,112 (S 03-S 07) &

CHEM112L(S 03-S 07),112 BIOL*** (S 03),101 ,105 , *

BIOL106 CHEM*** (S 03),102 (SS08 OR AFTER),151

GEOL*** (S 03),101 ,110 ,112 (F 09 OR AFTER) *

NATH*** (S 03),201 (S 04-F 09),202 (SS05-F 09),

NATH203 (SS04-F 09),204 (S 06-F 09) *

NSCI201 (S 10 OR AFTER),202 (S 10 OR AFTER), *

NSCI203 (S 10 OR AFTER),204 (S 10 OR AFTER)

PHYS*** (S 03),101 ,105 (S 08 OR AFTER),110 ,111 , *

PHYS211 (SS09 OR AFTER) PSYC312 ,345



Goal IV: Mathematical/Logical Reasoning

S 07 STAT201 3.3 TC Statistics
GLOBE : NS301



Goal V: History and the Social and Behavioral Sciences

S 09 ECON201 3.0 A Macroeconomics
W 06 ELECT025 3.3 TA GLOBE : SS 11
>>MATCHED AS: PSYC GOAL 5

GELS – Goal V-X

▼ ✓ Goal V: History and the Social and Behavioral Sciences

S 09 ECON201 3.0 A Macroeconomics
W 06 ELECT025 3.3 TA GLOBE : SS 11
 >>MATCHED AS: PSYC GOAL 5

▼ ✓ Goal VI: Humanities and the Fine Arts

F 09 COMM200 3.0 B+ Creating Change/CWA
W 07 ELECT034 2.6 TA GLOBE : HU 10
 >>MATCHED AS: HUM GOAL 6

▼ ✓ Goal VII: Human Diversity in the United States

+ 1) One course, three or more credits
 (.00 CR LISTED)
IN-PROG: 4.00 CREDITS
 S 10 HSFS342 4.0 Z IP Children in U.S.

▼ ✓ Goal VIII: Global Awareness

F 09 SPAN101 4.0 A Beginning Spanish I

▼ ✓ Goal IX: Ethical and Civic Responsibility

F 09 COMM200 3.0 B+ Creating Change/CWA

▼ ✗ Goal X: People and the Environment

- 1) One course, three or more credits
 SELECT FROM: ANTH101 (S 08 OR AFTER)
 BIOL315 (S 10 OR AFTER),320 (F 09 OR AFTER)
 CHEM151 (S 06 OR AFTER) ECON311 (S 05 OR AFTER)
 ETHS304 (SS08 OR AFTER) GEOG201 HIST333 ,
 HIST335 (SS06-F 06),363 (S 07 OR AFTER)
 IDST350 (S 08 OR AFTER) LIT 349 (F 03 OR AFTER)
 MATH102 (F 09 OR AFTER) NATH201 (THROUGH F 09),
 NATH202 (THROUGH F 09),203 (SS04-F 09),
 NATH204 (THROUGH F 09),303 (SS03)
 NSCI201 (S 10 OR AFTER),202 (S 10 OR AFTER),
 NSCI203 (S 10 OR AFTER),204 (S 10 OR AFTER)
 PHYS105 (S 08 OR AFTER) PRSP350 (F 03-F 07)
 PSYC387 (S 10 OR AFTER) WRIT575

Accelerate Your Progress Toward Graduation

Do you find that you will end up with more credits than the minimum 120-124 credits needed to complete all requirements for graduation? If so, you might be able to accelerate your progress by maximizing the use of "overlaps," that is, taking one course to fulfill two or even three requirements. This strategy may also allow room in your program for a minor (Note: credits for a course only count once toward overall credit requirements).

A General Education course listed in two goal areas may be used to meet both goal areas. A goal area course numbered 300 or above and not listed with an asterisk (*) may also be used for the Liberal Studies requirement. You may also be able to overlap selected goal area courses with your major.

Goal area course overlaps for College of Management majors:

Course	Required in COM major	Allowed as major elective	Gen Ed Goal Area	Liberal Studies	Allowed in minor
Econ 201, 202	All	NO	Goal V	NO	NO
Math 115	All	NO	Goal IV	NO	NO
MIS 100	All	NO	GELS Elective	NO	NO
Stat 210	All	NO	Goal IV	NO	NO
Economics upper division courses		Business Administration	GELS Elective	YES	Economics
Econ 311, Economics of the Environment		Business Administration Economics	Goal V Goal X	YES	Economics International Business
Econ 313, Labor Economics		Business Administration Economics Human Resource Mgmt	Goal V	YES	Economics
Econ 314, International & Comparative Economics	International Business	Business Administration Economics	Goal V Goal VIII	YES	Economics International Business
Econ 315, Economics of Diversity		Business Administration Economics	Goal V Goal VII	YES	Economics
Econ 420, Money, Banking & Financial Institutions	Economics Finance	Business Administration	Goal V	YES	Economics
HRM 330/Psyc 344 Personnel and Industrial Psychology		Business Administration Human Resource Mgmt	Goal V	YES	NO
HRM 585, International Human Resource Mgmt		Business Administration Human Resource Mgmt	Goal VIII	NO	International Business
IBUS 311, International Business	International Business	Business Administration	Goal VIII	NO	International Business
MKTG 480, International Marketing	Marketing	Business Administration International Business	Goal VIII	NO	International Business
MGMT 360, Managing a Diverse Workforce	Management	Business Administration Human Resource Mgmt	Goal VII	NO	NO
PHIL 320, Business Ethics		Business Administration	Goal VI Goal IX	YES	NO

BUSINESS ADMINISTRATION

Major Requirements Checklist

Fall 2011

College of Management Bachelor of Science

(16 courses = 62 semester credits)

<https://db.metrostate.edu/webapps/drep/Checklist-BusinessAdministration-Major-COM-Both.pdf>

You do not have an official major until this form and the Program Declaration Form are approved by the College of Management.

Name _____ ID _____

	Transfer Accepted	Still Needed	Term/Year Registered	Grade	Need Final Transcript	Comments
Foundation Courses NOTE: All Foundation courses must be successfully completed before admission to the major						
*MIS 100: Fundamentals of IT in Orgs (FITO) (4 cr)	Century		SP05	C		CSCI 1020
Math 115: College Algebra (or higher) (4 cr)		✓				
*Econ 201: Macroeconomics (3 cr)	Century		SP08	A-		Econ 1021
*Econ 202: Microeconomics (3 cr)		✓				
Stat 201: Statistics I (4 cr)	Century		F09	B+		Math 1025
*Acct 210: Financial Accounting (4 cr)		✓				
Business Core Courses						
<i>Note: A minimum of 30 credits and GELS writing requirement must be completed before registering for upper-division (300-500 level) COM courses</i>						
DSci 434: Intro to Operations Management (4 cr)		✓				
Fin 390: Principles of Finance (4 cr)		✓				
Mgmt 310: Management Principles and Practices (4 cr)		✓				
MIS 310: Principles of MIS (4 cr)		✓				
*Mktg 300: Marketing Principles (4 cr)		✓				
Business Administration Major Required Courses						
BLaw 320: Legal Environment of Organizations (4 cr)		✓				
*Acct 320: Strategic Management Accounting (4 cr)		✓				
Mgmt 320: Organizational Behavior (4 cr)		✓				
Business Administration Major Electives (4 UD credits) (see Business Administration Major Course Sequence for allowable selections)						
Elective:		✓				
Capstone Note: A minimum of 90 credits and all prerequisites must be completed before registering for this course; take at the end of the program						
Mgmt 499: Case Studies in Strategic Mgmt (4 cr)		✓				

Business Administration Major Residency Requirement

_____ At least 24 credits from the Business Core, Business Administration Major Required Courses and Business Administration Major Electives must be completed at Metropolitan State.

College of Management Residency Requirement

_____ At least 20 credits in the Business Core, Business Administration Major Required Courses and Business Administration Major Electives must be completed at Metropolitan State.

Metropolitan State Graduation Requirements

- Each course listed above completed with C- or higher grade or S (Satisfactory)
- A minimum of 120 total acceptable unduplicated credits
- A minimum of 40 upper division credits
- A minimum of 30 credits must be completed at Metropolitan State University
- All GELS (General Education/Liberal Studies) requirements completed
- A minimum GPA (Grade Point Average) of 2.0

*Free waiver examinations are available to test out of these courses. See the College of Management website for waiver flyer information

<http://www.metrostate.edu/msweb/explore/com/advising/forms.cfm>

Comments:

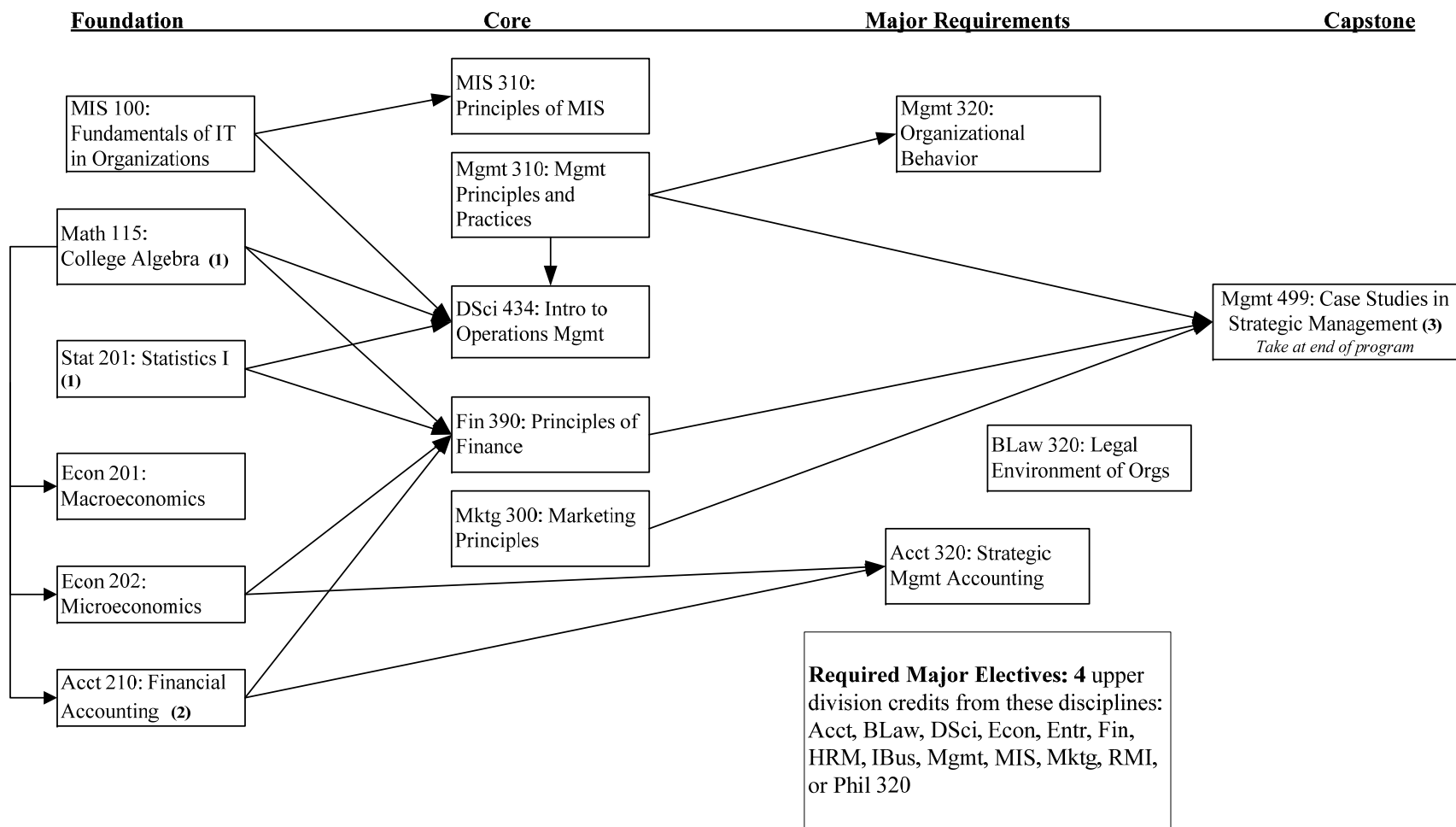
Reviewed/Approved by: _____ Date: _____

College of Management

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION COURSE SEQUENCE

<https://db.metrostate.edu/webapps/drep/CourseSequence-BusinessAdministration-Major-COM-Both.pdf>

Fall 2011



Arrows indicate current business prerequisites.

GELS writing requirements and 30 credits must be completed before taking courses 300-level or higher.

- (1) May require preparatory math course(s): pre-college math or math per assessment results
- (2) Prerequisite of 40 semester credits of college coursework
- (3) Prerequisite of 90 semester credits of college coursework

Prerequisites are strictly enforced. Always check the online catalog and class schedule for prerequisites before registering for any course. Students without appropriate prerequisites may be dropped from courses.

Requirement		Requirement completed?		Possible courses OR Creative Learning Alternatives	Prerequisites OR Assessments completed for course? <i>(list prerequisites)</i>	Open courses <i>(search registration web site)</i>	Courses chosen <i>(register via the web)</i>
Metro 101 (for new students with 0-16 cr.)		YES	NO		YES NO		
Writing		YES	NO		YES NO		
Math		YES	NO		YES NO		
GELS	General Education Goal Areas	YES	NO		YES NO		
	Liberal Studies (Upper Division)	YES	NO		YES NO		
Major Checklist	COM Foundation Courses	YES	NO		YES NO		
	COM Business Core Courses	YES	NO		YES NO		
	Other Major requirements & Major Electives	YES	NO		YES NO		



Student Name:
Student ID:
Advisor:
Major/Program:
Date:
Notes:

Long-Term Course Planner

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Disclaimer: Students are responsible for completing courses in their proper sequence. Check the Course Description for prerequisites. Courses are not necessarily offered every term and in every format.

3/26/2010

Choosing Your Creative Learning Strategies (CLS)

Learning Option	Overview	Where to get more information (free CLS workshops are offered each term)
Traditional Class	<ul style="list-style-type: none"> • Many courses at Metropolitan State are offered in the traditional class format. • Most classes meet 1x/week for 15 weeks. • Most four-semester credit courses meet for 3.3 hours/week. • Most three-semester credit courses meet for 2.5 hours/week. 	Metropolitan State Catalog, Class Schedule and website.
Internship	<ul style="list-style-type: none"> • May be pre-designed or student-designed. • May take place at student's workplace or as part of a volunteer experience. 	Contact the Center for Community-Based Learning (651-793-1285) to: <ul style="list-style-type: none"> • Get the internship handbook. • Register for a free internship workshop.
FDIS (Faculty- Designed Independent Study)	<ul style="list-style-type: none"> • FDISs are available in many but not all subject areas. • Students need strong time management and self-discipline to complete an FDIS. • Course is designed by Metropolitan State faculty. • Some FDIS courses have an online component. • Must be completed by the end of the term 	Metropolitan State Catalog, Class Schedule and website.
SDIS (Student- Designed Independent Study)	<ul style="list-style-type: none"> • Course is designed by the student, together with a faculty member. • Used to pursue studies not available at Metropolitan State. 	Attend a creative learning strategies workshop.
Online Course	<ul style="list-style-type: none"> • Online courses are available in many but not all subject areas. • Combines written materials with information on the internet. • Students use the internet to access course materials, do research and discuss assignments with the instructor and classmates. • Provides time flexibility with more structure than a FDIS. 	Metropolitan State Catalog, Class Schedule and website.
Theory Seminar	<ul style="list-style-type: none"> • Theory seminars are offered for a few courses, usually listed in the catalog index or class schedule. • COM offers only MGMT 310 and HRM 310. • Enables students with experience or practical learning in a subject area to get theoretical knowledge needed for college credit. • Students take a pre-test to determine whether they should take the theory seminar or the regular version of a class. • Seminars involve 4-12 class hours, along with independent work and assignments. 	Contact First College (651-793-1775) to schedule the required pre-test, or the Metropolitan State Catalog, Class Schedule, and website.

CLEP Test (College-Level Examination Program)	<ul style="list-style-type: none"> • Low-cost way (about \$60) to earn college credit, but grading is pass/fail. • Students study on their own and take tests at Metropolitan State's Testing Center. For more information, please call 651-793-1531. 	<p>Study materials and other information are available at public libraries and on the internet, on websites such as www.collegeboard.org and www.amazon.com</p> <p>For more information about available tests, go to www.collegeboard.org. Also, check with your advisor about the acceptability of particular exams to meet specific requirements.</p>
Transfer courses taken after admission	<ul style="list-style-type: none"> • Students may take courses at other schools and have them apply towards their Metropolitan State program. • Students register and pay tuition at other institutions. 	<p>Ask your advisor for the required approval so that courses may be applied toward your degree program.</p>
PLA (Prior Learning Assessment)	<ul style="list-style-type: none"> • Credit is possible when student can demonstrate both theoretical and practical learning in a subject area. • COM does not offer priors in ACCT and MIS. 	<p>Ask your advisor, attend a CLS workshop or request a PLA evaluation criteria form from COM Advising Center.</p>

Metropolitan State University
College of Management (COM) Transfer Course Policy

Metropolitan State's Registrar's Office determines whether credits will transfer and which courses will meet GELS requirements. COM evaluates the transferred courses to see if they meet any COM major or minor requirements. Consistent with Metropolitan State Procedure 212.

COM faculty evaluate transferred courses to ensure students have the background and skills necessary to succeed in courses required for their program, and to ensure each student's program provides quality and meets the learning goals expected from a COM program. COM transfer policy is intended to enable students to complete their programs efficiently while maintaining the quality of their education.

COM will accept a course as meeting a COM major or minor requirement if the course is approved by College of Management faculty, consistent with the following considerations 1 through 5, plus the Other Considerations below.

1. The course's content is equivalent to or acceptable in place of a Metropolitan State course, as determined by Metropolitan State's COM faculty as per Metropolitan State Procedure 212 Section 10.3.a;
2. The course was taught at a similar or higher level as the comparable COM course:
 - a. Lower division courses may be accepted in place of Financial Accounting, Fundamentals of Information Technology in Organizations, College Algebra, Calculus, Macroeconomics, Microeconomics, and Statistics;
 - b. Normally only upper division or graduate courses from other institutions will be accepted in place of COM upper division courses;
3. The content and level of the course are consistent with state/national-level professional, industry and licensure standards;
4. The course carries a grade of "C-" or "S" or higher; and
5. The course meets any other criteria defined by the faculty.

COM will not accept a course as meeting a COM major or minor requirement if, for example:

- COM faculty determine that the course is not comparable in content and level to a given COM course, or have insufficient information to determine that the course is comparable to the COM course;
- The course was awarded fewer than 3 quarter or semester credits;
- The course is not acceptable because it was taken too long ago, as defined by the appropriate faculty, as per Procedure 212 Section 10.5.
 - a. Accounting courses, if the most recent transferred accounting course was taken more than 5 years prior to the academic year of the term of admission to the university;
 - b. Economics courses taken more than 10 years prior to the term of admission to the university;
 - c. MIS courses taken more than 5 years prior to the term of admission to the university.

Exceptions to these policies may only be approved by the appropriate Metropolitan State department chair or curriculum coordinator.

Appeals: Students may submit an appeal of the evaluation of their transfer credits for major and minor requirements, as per University Procedure 212 Section 9.A.2. Students should consult a COM advisor if they wish to appeal a course transfer decision. Appeals must be in writing and should include a copy of the course syllabus from the year and term the course was taken, and/or additional supporting information that the student wishes to be considered as part of the appeal. The appeal should be submitted to the Office of the Dean of the College. Students will receive a timely response providing a rationale for the decision.

Other Considerations:

1. Articulation agreements with certain Minnesota community colleges allow approved lower division courses to be accepted in place of designated upper division COM courses. See the “Semester Equivalent Foundation and Business Courses” chart, available at: <https://db.metrostate.edu/webapps/drep/TransferGuide-BSdegrees-Major-COM-MnSCUTwinCities.pdf> or from the COM Advising Center, for details.
2. COM has agreements with a variety of colleges, articulating specified AAS degrees with BAS degrees and governing the transfer of those credits.
3. Students who take a course that is substantially equivalent to a course they have previously taken will not receive credit for both courses. However, a transfer course in Accounting, Economics, or MIS that is not accepted for a major or minor requirement because it was taken too long before the term of admission to the University is not substantially equivalent to current courses in those disciplines.
4. **Free waiver exams** are available for *Financial Accounting, Strategic Management Accounting, Fundamentals of Information Technology in Organizations, Marketing Principles, Macroeconomics, and Microeconomics*. If passed, waiver exams satisfy a requirement but do not award credit. Information is available from the COM Advising Center or online at <http://www.metrostate.edu/msweb/explore/com/advising/forms.cfm>
5. Prior Learning Assessment or CLEP exams may be possible options for students with previous learning in a subject. Consult with a COM advisor for more information.

Metropolitan State University
College of Management
Transfer Guide - Twin Cities Community Colleges

(Semester courses are equivalent effective fall 1998 and forward, except as noted.)

Metropolitan State Course Titles	Anoka Ramsey Community College	Century College (since 7/1/96 = a com'ty & tech college; was Lakewood CC)	Inver Hills Community College	Minneapolis Community & Technical College	Normandale Community College	North Hennepin Community College	Saint Paul College (since fall 2003 = a com'ty & tech college; before was tech only)
MATH 115 (4 SH) College Algebra	MATH 1200 (3 SH) College Algebra I	MATH 1040 (3 SH) College Algebra (through sum 2006) OR MATH 1061 (4 SH) College Algebra I (fall 2006 forward) OR MATH 1050 (4 SH) Finite Math (sum2009-spr2010 only)	MATH 1118 (4 SH) College Algebra I	MATH 1110 (4 or 5 SH) College Algebra	MATH 1100 (4 SH) College Algebra & Probability	MATH 1150 (3 SH) College Algebra	MATH 1730 (3 or 4 SH) College Algebra (fall 2001 forward)
STAT 201 (4 SH) Statistics I	MATH 1110 (3 SH) Introductory Statistics I	MATH 1025 (4 SH) Statistics OR ECON 2021 (3 SH) Stats for Business & Economics	MATH 1103 (4 SH) Intro to Statistics	MATH 1140 (3 SH) Introductory Statistics OR MATH 1150 (4 SH) Statistical Analysis	MATH 1080 (4 SH) Intro to Statistics OR BUSN 2220 (3 or 4 SH) Statistics for Business & Economics	MATH 1130 (3 SH) Elementary Statistics	MATH 1740 (4 SH) Intro to Statistics (fall 2002 forward)
MIS 100 (4 SH) Fundamentals of Information Technology in Organizations (5 yr limit *) <u>Code</u> A = FITO Concepts + B = FITO Skills = MIS 100: FITO <u>Note</u> A = ICS 100 (2 SH) Computer Literacy B = ICS 120: (2 SH) Microcomputer Applic	BUS 1112 (3 SH) Computer Concepts & Applications (2006-07 catalog title change from Intro to Computers)	CSCI 1020 (3 SH) Intro to Personal Computers & Info Systems (2009-10 catalog title change from Intro to Microcomputers) B=CAPL 1010(3 SH) Intro to Software Applications (fall 2001 forward)	CS 1100 (3 SH) Intro to Computers (2003-05 catalog title change from Intro to Computer Sci) OR CS 1700 (3 SH) Intro to Computers CBE	CSCI 1100 (3 SH) Intro to Computers OR BUSN/CSCI 1200 (3 SH) Computer Applic in Home & Business A = BTEC 1010 (2 SH) Fund of Business Computers (fall 2002 forward) OR ITEC 1100 (2 SH) IT Concepts (fall 2002 forward) (2005-06 catalog title change from IT Fundamentals) B = ITEC 1110 (2 SH) IT Skills (fall 2002 forward)	CSCI 1100 (4 SH) Fund of Computers OR BUSN/CIM 1201 (3 SH) Info Technology Concepts & Business Software OR CAPL/CIM 1010 (2 or 3 SH) Info Tech + CAPL/CIM 1100 (3 SH) Beg Comp Applic (fall 2001-forward) A = ACCT/BUSN 2254 (4 SH) Intro to MIS (fall 2001 forward) OR CAPL/CIM 1010 (2 or 3 SH) Info Tech (fall 2001-forward) B = BUSN/CAPL/ CIM 1200 (3 SH) Intermed Computer Applic (fall 1999 forward)	CIS 1101 (3 SH) Business Computer Systems I OR CIS 1102 (3 SH) Business Computer Systems II (fall 2002 forward) B = CIS 1200 Word Processing + CIS 1220 Business Decision Making: Excel + CIS 1240 Info Mgmt: Access (3 SH each) (all = fall 2002 forward)	A = BTEC 1418 (3 SH) Computer Fundamentals (fall 2008 forward) B = BTEC 1421 (3 SH) Business Info Applic 1 (fall 2008 forward) A= ADMS 1418 (3 SH) Computer Fund for Beginners (fall 2001-08) B= ADMS 1421 (3 or 4 SH) Intro to MS Office Software (fall 2001-08)

*Noted time limits are counted back from the term of admission to Metropolitan State. Otherwise, courses are too old to meet a major requirement.

** While this lower division course can meet a major requirement, the credits do not count as upper division (300-500-level) at Metropolitan State. Bachelor's degrees require a minimum of 40 upper division credits.

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Metropolitan State Course Titles	Anoka Ramsey Community College	Century College (since 7/1/96 = a com'ty & tech college; was Lakewood CC)	Inver Hills Community College	Minneapolis Community & Technical College	Normandale Community College	North Hennepin Community College	Saint Paul College (since fall 2003 = a com'ty & tech college; before was tech only)
ACCT 210 (4 SH) Financial Accounting (5 yr limit *)	BUS 1125 (4 SH) Financial Accounting	ACCT 2020 + 2025 (3 SH each) Financial Accounting + Mgrl Accounting (fall 2005 forward; otherwise none)	ACCT 2101 (4 SH) Financial Accounting (fall 2003 forward; otherwise both ACCT 2101 + 2102)	BUSN 2202 (4 SH) Financial Accounting	ACCT 2251 + 2252 (4 SH each) Principles of Accounting 1 + 2	ACCT 2111 (4 SH) Financial Accounting	ACCT 1411 (4 SH) Princ of Accounting 1 (fall 2006 forward; otherwise none)
ACCT 320 (4 SH) Strategic Management Accounting (5 yr limit *)	** BUS 2126 (4SH) Managerial Accounting (fall 1999 forward; otherwise none)	NONE	** ACCT 2102 (4 SH) Managerial Accounting (fall 2003 forward; otherwise none)	** BUSN 2224 (4 SH) Managerial Accounting (fall 2005 forward; otherwise none)	NONE	** ACCT 2112 (4 SH) Managerial Accounting (spring 2000 forward; otherwise none)	NONE
BLAW 320 (4 SH) Legal Environment of Organizations	** BUS 2215 (3 SH) Legal Environment of Business	** BMGT 2055 (3 SH) Govt Regulation of Business OR BMGT 2051 (3 SH) Legal Envir of Bus	** BUS 1131 (3 SH) Legal Environment of Business	** BUSN 2260 (3 or 4 SH) Legal Environment of Business	** BUSN 2155 (3 SH) Legal Environment of Business	** BUS 1300 (3 SH) Legal Environment of Business	** BUSN 2470 (3 SH) Legal Environment of Business (fall 2004 forward)
ECON 201 (3 SH) Macroeconomics (10 yr limit *)	ECON 2205 (3 SH) Princ of Macro (2007-08 catalog title change from Princ of Economics I)	ECON 1021 (3 SH) Macroeconomics	ECON 1105 (3 SH) Princ of Macroeconomics (2001-03 catalog title change from Princ of Econ I: Macro)	ECON 2000 (3 SH) Princ of Macroeconomics	ECON 2202 (3 SH) Princ of Macroeconomics	ECON 1060 (3 SH) Princ of Economics: Macro	ECON 1720 (3 SH) Macroeconomics (fall 2002 forward)
ECON 202 (3 SH) Microeconomics (10 yr limit *)	ECON 2206 (3 SH) Princ of Micro (2007-08 catalog title change from Princ of Economics II)	ECON 1023 (3 SH) Microeconomics	ECON 1106 (3 SH) Princ of Microeconomics (2001-03 catalog title change from Princ of Econ II: Micro)	ECON 2200 (3 SH) Princ of Microeconomics	ECON 2201 (3 SH) Princ of Microeconomics	ECON 1070 (3 SH) Princ of Economics: Micro	ECON 1730 (3 SH) Microeconomics (fall 2002 forward)
MGMT 310 (4 SH) Management Principles & Practices	** BUS 2244 (3 or 4 SH) Princ of Management	** BMGT 2030 (3 SH) Management Fundamentals	** BUS 1121 (3 SH) Princ of Management	** BUSN 2252 (3 or 4 SH) Princ of Management	** BUSN 1140 (3 SH) Princ of Management	** BUS 1200 (3 SH) Intro to Management	** BUSN 2450 (3 SH) Management Fundamentals (fall 2004 forward)
MKTG 300 (4 SH) Marketing Principles	** BUS 2142 (3 or 4 SH) Princ of Marketing	** MKTG 2050 (3 SH) Princ of Marketing	** BUS 1104 (3 SH) Princ of Marketing	** BUSN 1142 (3 or 4 SH) Princ of Marketing	** BUSN 1100 (3 SH) Princ of Marketing	** BUS 1600 (3 SH) Intro to Marketing	** BUSN 1440 (3 SH) Marketing Princ (fall 2004 forward)

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Make the Most of Your Academic Advisor!

An academic advising relationship is a partnership between you and your advisor. Your advisor acts, in part, as a consultant, helping you understand your requirements and your options, but you make the decisions – you are in charge of your education!

You ...

- Make decisions and develop plans that are realistic to achieve your academic, career and personal goals – this is your education!
- Take responsibility for registering appropriately, knowing and meeting course prerequisites, meeting deadlines, and completing all degree requirements;
- Track your degree requirements using your DARS report, major program checklist, and course sequence chart;
- Take initiative to contact your advisor when you have a question or concern - don't wait until you get into academic difficulty to see your advisor;
- Use your university-assigned (go.metrostate.edu) email address to contact your advisor and others at the university, to protect the confidentiality of your records;
- Conduct yourself professionally and respectfully in dealing with your advisor and all university faculty and staff, and keep appointments that you schedule;
- Share your interests, concerns, hopes, and goals with your advisor so that she or he can advise you more effectively;
- Use Metropolitan State and College of Management websites regularly to find information about course offerings, policies, procedures, and resources;
- Have available, when you seek advising:
 1. Your DARS report, major curriculum checklist, and course sequence;
 2. Your questions.

Your Advisor ...

- Provides you with accurate information about the university's programs, requirements, policies, and procedures so that you can make informed academic choices;
- Helps you make educational plans consistent with your goals, abilities and interests – your advisor is interested in you;
- Asks you questions to get to know you better and to help you clarify your thinking;
- Respects you, your goals and priorities, and treats you professionally;
- Helps you explore alternatives and determine a realistic course load;
- Refers you to appropriate sources of information and assistance;
- Keeps notes of issues you discussed and information you were given;
- Responds to your email and telephone messages as promptly as possible,
- Keeps your records private, as required by law.