



UNIVERSITY OF WISCONSIN  
**WHITEWATER**

COLLEGE *of* BUSINESS AND ECONOMICS

DEGREE  
PLANNING  
GUIDE



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This guide is intended for students in the College of Business and Economics. Other colleges may have different policies and procedures. Consult the online undergraduate catalog for up-to-date policy statements at [www.uww.edu/registrar/course-catalogs](http://www.uww.edu/registrar/course-catalogs).

This Degree Planning Guide and the Academic Advising Report serve as aids for students in fulfilling degree requirements. A more thorough explanation of requirements and policies can be found in the UW-Whitewater undergraduate catalog, which is an official university document. Check the online catalog for the most up-to-date information.

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# Academic advising in the College of Business and Economics

As a business student at UW-Whitewater you will follow a three-tier process of academic advising from the time you are a freshman to senior year. In all cases your assigned adviser's contact information will be located within your WINS Student Center.

**As a freshman (less than 24 earned credits)**, you are advised by the advisers in the Academic Advising and Exploration Center. The center requires that you meet with your adviser twice per semester. You are assigned a personal adviser to help you transition to UW-Whitewater. He or she will assist you in becoming familiar with common advising procedures, practices, and considerations so that you will be confident in navigating your requirements as your academic career progresses. Walk-in hours are available if you need advising outside of your standard appointments.

**As a sophomore (24 or more earned credits)**, you are assigned an adviser in the College of Business and Economics prior to the start of your sophomore year. You will maintain this relationship until you are admissible to upper division courses. An email will be sent to all new sophomores early in the fall and spring semesters detailing the upcoming advising process prior to your registration of classes. At this point you should be oriented to the university, knowledgeable about general education, and ready to become more involved in your declared major. Advising is a required process that is overviewed in a personal Academic Advising resource page within your D2L account. You cannot register for classes in the fall and spring semesters without completing your academic advising requirement. At this stage you will be required to attend an announced group advising session, or complete an online advising exercise intended to help you prepare for registration for the following semester. Your hold will be removed after completion of the group session or online exercise. See your Academic Advising link in D2L for details about your responsibilities.

**As a junior and senior (54 or more earned credits and admitted to upper division courses)**, you are assigned a faculty adviser in the department of your major just prior to the beginning of the semester that you start taking upper division courses. At this stage of advising you are expected to take a more pro-active approach and are encouraged to reach out to your faculty adviser as often as necessary. If you find that your faculty adviser is not available to you, you may visit the department of your major to inquire about assistance from the department chairperson.

Walk-in hours are also available to you for quick answers to questions. See your adviser's walk-in hours as posted in your D2L advising page. You cannot get your registration hold removed during a walk-in visit. If you would like to schedule a 30-minute appointment with your adviser, call 262-472-4900.

## The advising relationship

Your adviser is ready to answer any questions related to your university experience. Contact your adviser anytime you need to know where to turn for help or what consequences you should consider when making academic choices.

- **Be Prepared**
- **Schedule appointments in advance.**
- **Review your Academic Advising Report (AAR) and note areas that are not yet completed.**
- **Bring your Degree Planning Guide and a copy of your AAR to your group or one-on-one meeting.**
- **Review the schedule of classes for tentative course selection.**
- **Be prepared with a list of questions or concerns that you would like to discuss.**
- **Check the catalog for policies.**
- **Follow through on actions that you have discussed.**

## Advising holds

In the freshman and sophomore years you are required to fulfill your academic advising responsibility in order to register. A "hold" is placed on your record to ensure that you are fully informed and prepared to register. Your adviser will notify you about important dates and details that will provide you with understanding of how you can be advised and get your hold released. Watch your email for this information.

Once in upper division courses you will be advised by a faculty member in your department. Each department approaches advising uniquely and may or may not place a hold on your account prior to registration.

**Note:** Although you cannot enroll in classes without seeing an adviser, you can use the WINS system for other functions such as viewing your registration time, checking for open classes, etc.

## Other holds

You may have other holds—financial, parking office, library. Be sure to clear them before you register.

# College of Business and Economics resources

## Assistant dean's office Hyland Hall 4300 ■ 262-472-4900

The assistant dean of the College of Business and Economics handles appeals for courses, policies, late adds and drops and degree requirements. This office is also responsible for approving you for graduation!

## CoBE advising office Hyland Hall 4300 ■ 262-472-4900

The CoBE Advising Office provides advising support to students 8 a.m.-4:30 p.m. on weekdays throughout the summer and academic year. Our personnel will help you clarify procedural questions. It may be necessary to schedule an advising appointment with your assigned adviser for appropriate assistance.

## CoBE web resources

[CoBE home page](http://www.uww.edu/CoBE)  
[www.uww.edu/CoBE](http://www.uww.edu/CoBE)

[CoBE Advising](http://www.uww.edu/CoBE/undergrad/advisingprocess)  
[www.uww.edu/CoBE/undergrad/advisingprocess](http://www.uww.edu/CoBE/undergrad/advisingprocess)

[Major Four-Year Course Planning Sheets](http://www.uww.edu/CoBE/undergrad/majors)  
[www.uww.edu/CoBE/undergrad/majors](http://www.uww.edu/CoBE/undergrad/majors)

## Department offices

Visit the department office for more information about major and minor requirements and career options.

The department chairperson is also the person to whom you can appeal for special courses and exceptions in your academic plan. The department chairperson can also override course prerequisites for registration (if you have legitimate reasons for the request), except for grade point average requirements and admission to the upper division.

For phone and email information go to the [www.uww.edu](http://www.uww.edu) home page. Use the DIRECTORY link at the top of the home page.

## Departments

**Accounting**  
Hyland Hall 3301  
262-472-1344  
[accounting@uww.edu](mailto:accounting@uww.edu)

**Economics**  
Hyland Hall 4304  
262-472-1361  
[economics@uww.edu](mailto:economics@uww.edu)

**Finance and Business Law**  
Hyland Hall 3300  
262-472-1316  
[financelaw@uww.edu](mailto:financelaw@uww.edu)

**General Business**  
Hyland Hall 4300  
262-472-4900  
[genbus@uww.edu](mailto:genbus@uww.edu)

**Information Technology and Supply Chain Management**  
Hyland Hall 3301  
262-472-1322  
[itscm@uww.edu](mailto:itscm@uww.edu)

**Management**  
**(General Management, Human Resources Management, International Business, Entrepenuership)**  
Hyland Hall 4304  
262-472-3964  
[management@uww.edu](mailto:management@uww.edu)

**Marketing**  
Hyland Hall 3300  
262- 472-1333  
[marketing@uww.edu](mailto:marketing@uww.edu)

**Integrated Science and Business**  
Hyland Hall 4402  
[heinricj@uww.edu](mailto:heinricj@uww.edu)

# Academic resources and student organizations

## In the university

Academic Standards  
Roseman Building 2054

Academic Support Services  
McCutchan 226

Career and Leadership Development  
University Center 146

Dean of Students  
Hyer Hall 200

Center for Students with Disabilities  
Andersen 2002

Financial Aid  
Hyer Hall 131

Financial Services  
Hyer Hall 110

Health and Counseling Services  
Ambrose Health Center

First Year Experience  
University Center 243

Testing Services  
Roseman Building 2054

Registration and Records  
Roseman Building 2032

Residence Life  
Goodhue Hall 102

## Opportunities

Honors Program  
[www.uww.edu/honors/](http://www.uww.edu/honors/)  
262-472-1268

Study Abroad  
[www.uww.edu/international/study-abroad](http://www.uww.edu/international/study-abroad)  
Center for Global Education  
Hyland Hall 1227  
262-472-5759

Undergraduate Research  
[www.uww.edu/urp/](http://www.uww.edu/urp/)  
262-472-5133  
[urp@uww.edu](mailto:urp@uww.edu)

For additional contact information,  
use the online directory [wp.uww.edu/](http://wp.uww.edu/)  
or call 262-472-1234.

## CoBE student organizations

Involvement in student organizations complements your classroom experiences by offering the opportunity to network with peers, faculty and professionals. For more information, visit [www.uww.edu/CoBE/aboutthecollege/studentorgs](http://www.uww.edu/CoBE/aboutthecollege/studentorgs).

### Accounting

- Beta Alpha Psi
- Institute of Management Accountants
- National Association of Black Accountants

### Economics

- Economics Society
- The Wisconsin Iota Chapter of Omicron Delta Epsilon

### Entrepenuership

- Collegiate Entrepreneurs' Organization (CEO)

### Finance and Business Law

- Applied Investments Program
- Finance Association
- Financial Management Association Honor Society
- Law Society
- Portfolio Management Group

### Information Technology and Supply Chain Management

- Association for Computing Machinery-Women in Computing
- Association of Information Technology Professionals
- Business and Marketing Education Association

### DECA

- Delta Pi Epsilon
- Phi Beta Lambda
- Pi Omega Pi
- APICS (The Association for Operations Management)

### Management

- Collegiate Entrepreneurs Organization
- General Management Organization
- Society for the Advancement of Management
- Sigma Iota Epsilon – Management Honorary
- SHRM (Society for Human Resource Management)

### Marketing

- AMA-American Marketing Association (Collegiate Chapter)
- Creative Marketing Unlimited (CMU)
- Mu Kappa Tau
- Pi Sigma Epsilon

### Interdepartamental

- Beta Gamma Sigma
- Business Ethics Student Association
- Delta Sigma Pi
- Golden Key International Honor Society
- Whitewater Water Council

## Personal portfolio

As early as your freshman year, begin an account of your interests, activities, work experience, special projects and skills. You may want to note areas or topics in the major that interests you or describe special learning activities in which you have participated. Keeping these notes in an organized fashion will be invaluable as you begin writing resumes, letters and applications for jobs or graduate schools. The more detail you can accumulate, the more convincing your applications will be. You may also find that keeping these notes will intensify your academic experience and help you become a better student.

## Internships

Internships are a hands-on approach to learning. College of Business and Economics students may participate in internships to gain experience in business settings. Students will work for businesses or other organizations in their selected fields, experiencing valuable real-world situations. Internships may improve students' marketability for their career job searches as well as providing opportunities to see if careers, industries, or even individual businesses are what the students were truly seeking.

Some internship experiences may count for credit toward graduation. Students should contact internship coordinators for their major fields to determine policies for internship credit.

Each department within the College of Business and Economics has an internship coordinator. For more information on internships specific to a particular degree, please contact the department to make a connection with the designated internship coordinator.

## Community service

All business majors are required to complete 20 hours of community service prior to registering for Management 489, which is a required course for all business majors. Students will not receive their diplomas without having this requirement recorded and documented in the assistant dean's office.

Community service helps students see how their goodwill can have a positive effect on other people, organizations, and entire communities. This requirement also provides leadership opportunities for

students outside of their campus experiences and instills a habit of accepting an ethical responsibility for the public good.

Community service must meet these criteria:

- Pay cannot be received for the work done.
- Work is done for a not-for-profit entity.
- An effort is made to help a community above and beyond personal responsibilities. For example, visiting a nursing home through a program would qualify as community service, but visiting a relative in a nursing home would not qualify. Participating in an activity sponsored by a community service organization would qualify, but membership to the organization alone would not qualify.
- Court-ordered community service will not count toward this requirement.
- You may participate in several different activities to complete the required 20 hours. Submit a different form for each activity.

To record and bank your community service hours, you must turn in a community service form to Hyland Hall 4300, or have a letter sent to the assistant dean that includes the following:

- The name of the organization
- The number of hours and dates worked
- A description of the work performed
- A contact person for the organization who can verify the information with the contact person's telephone number and signature

Send or bring the completed form to the assistant dean's office in Hyland Hall 4300. If you are not certain that the service you perform will count as community service, contact the assistant dean's office at 262-472-4900.

# General education

The General Education program follows the research conducted by the Liberal Education and America's Promise (LEAP) initiative to provide an education that emphasizes broad knowledge of the wider world and prepares students to deal with complexity, diversity and change.

The General Education program teaches students to:

- 1 Think critically and analytically, integrate and synthesize knowledge, and draw conclusions from complex information.
- 2 Make sound ethical and value judgments based on the development of a personal value system, on an understanding of the cultural heritage that students share, and on a knowledge of past successes, failures, and consequences of individual roles and societal choices.
- 3 Understand and appreciate the cultures of the United States and other countries, both contemporary and historical; appreciate cultural diversity; and live responsibly in an interdependent world.
- 4 Acquire a base of knowledge common to educated persons and the capacity to expand that base over their lifetimes by understanding the ways that knowledge is generated, organized, tested, and modified, while recognizing the past and current limits to understanding.
- 5 Communicate effectively in written, oral, and symbolic form with an appreciation of aesthetic and logical considerations in conveying ideas.
- 6 Understand the natural and physical world; the process by which scientific concepts are developed, tested, and modified; and the reliability and limitations of scientific knowledge.
- 7 Appreciate the importance of the fine and performing arts.
- 8 Develop the mathematical and quantitative skills necessary for calculation, analysis, and problem solving, and the ability to use a computer when appropriate.
- 9 Understand the factors and habits that are essential for continual mental and physical health and well-being, and evaluate the information and advice offered on these topics.

## General education notes

Communication and calculation courses (13 units or waivers) should be completed within your first 60 credits (by the beginning of your junior year). **Any required developmental courses must be taken before enrolling in English or math.**

### English 101 and 102

- You may be waived from English 101 with an ACT English subscore of 30 and higher.
- If English is your second language, you may choose English 161 and 162 to complete this requirement.
- If you are an Honors program student with an ACT English subscore of 24 or higher, you may choose to take English 105. This Honors course will fulfill both English 101 and 102.

### Math 141

- This requirement may be waived by an ACT math score of 24.
- CoBE majors should take Math 141. Math 140 will not fulfill business requirements.
- You will need a C or better in Math 141 to proceed to a higher level math course and for some science courses.

### Comm 110

- You can take a test for credit if you believe you have the knowledge and skills for this course. Contact the Testing Office for information at 262-472-5613.

### Gen ed requirements for transfer students

Transfer students who are bringing in 21 or more transfer credits will have some different Gen Ed Requirements. (See page xx for details.)

For more information about the General Education program and its requirements, contact the assistant dean and general education coordinator, College of Letters and Sciences, 262-472-1621.



## General education

- Developmental courses (if needed)
- Communication and calculation skills
  - English 101 and 102
  - Math 140 or 141
  - Comm 110
- University requirements
- Diversity course



## College requirements

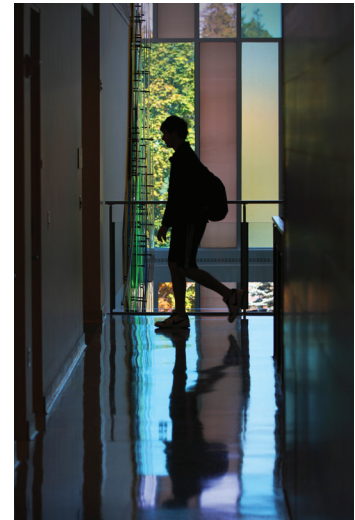
- 20 hours community service
- Lower level requirement not requiring 24 credits and 2.5 GPA
- Lower level requirements requiring 24 credits and 2.5 GPA
- Other lower level or non-business courses required for major
- Upper division business core

### Major

See four-year planning sheets, AAR, and/or online catalog

### Minor

(optional, not required for CoBE majors) See four-year planning sheets, AAR, and/or online catalog. See page xx for minors available to CoBE students.



## University requirements (32 units)

- Quantitative and technical reasoning (7-11 units)
  - (GL) lab science
  - (GM or GL) Math 143
- Cultural heritages (6 units)
  - Gen Ed 110 World of the Arts
  - Gen Ed 390 World of Ideas
- Communities (6 units)
  - Gen Ed 130 Individual and Society
  - Gen Ed 140 Global Perspectives OR Gen Ed 120 Historical Perspectives
- Personal health and well-being (1 unit)
  - PE General 192 Personal Health and Fitness for Life
- Electives (8-12 units) GA, GE, GH, GI, or GS
  - May include 1 unit of GP
  - Fulfilling all requirements does not guarantee 120 credits.
  - Not all course work will fulfill a requirement.



### Core courses

Note: Students who transfer 21 or more credits must complete a different General Education program. See page xx for details.

# Transfer students in the College of Business and Economics

## Evaluation of transfer courses

Students must submit transcripts to the Admissions Office from all institutions attended (including high school). Admissions will evaluate the coursework, and post it to the student's record. General Education requirements for each student are then reviewed by the assistant dean of L&S and General Education coordinator. This record includes what students identify on their admission application as currently enrolled courses ("tentative courses").

"TNT" on the Academic Advising Report stands for "Transfer Tentative." This means that the admissions office has not yet received final transcripts. If a student does not successfully complete tentative coursework, his or her Gen Ed requirements could change. (Students who fail to submit final transcripts will have a registration hold placed on their record by admissions.)

## Transfer electives

Transfer courses may be assigned a "999" course number (such as English 999). These courses will count for credit, but may not fulfill requirements until the courses have been evaluated by the appropriate departments. Courses denoted as "9999" have been approved for general education credit. They will include a letter code for the area of Gen Ed (eg. 9999A/, for arts).

## Appeals

Within a year of a student's first enrollment, he or she can request that admissions re-evaluate a course.

Students may also appeal to an academic office to have a transfer course substituted for a course in the curriculum:

English 101 and 102  
English Department, Laurentide 3209

Math  
Math Department, Laurentide 2205

Comm 110  
Communications Department, Heide 465

Gen ed and diversity  
assistant dean, L&S, Laurentide 4106

Major and minor  
department offices

## Repeating transfer courses

Students may repeat a grade of C- or lower that they received at their former institution by taking an equivalent course at UW-Whitewater. Courses that are evaluated as "999" cannot be repeated. These repeats are subject to other repeat rules (see the university catalog). It is best to consult an adviser before repeating a course.

## General education requirements for transfer students

**STUDENTS WITH FEWER THAN 21 TRANSFER CREDITS** are treated as new freshmen and should follow the General Education program as outlined on pages xx in this guide. (Also available in the undergraduate catalog or at [www.uw.edu/aaec/classes/general](http://www.uw.edu/aaec/classes/general))

**STUDENTS WHO HAVE EARNED AN ASSOCIATE DEGREE** (Associate of Arts, Associate of Science or Associate of Arts and Sciences) from an approved General Education transfer program are waived from all university General Education requirements (including Gen Ed 390 World of Ideas).

Students must still complete specific UW-Whitewater requirements for their degree (e.g. B.A., BBA, B.S., BSE), for their majors, and their minors. The diversity requirement is waived for some associate degrees, but not others. Check your advising report and contact the Admissions Office if you have questions about your degree.

### STUDENTS WITH 21 OR MORE TRANSFER CREDITS (without an approved Associate Degree)

will need to complete 32-44 units of General Education requirements listed below AND fulfill the diversity requirement.

#### I. COMMUNICATION AND CALCULATION SKILLS (12 units or waivers)

English 101: Freshman Composition I  
English 102: Freshman Composition II  
Comm 110: Introduction to Human Communication  
Math 141 (or 140): Intermediate Algebra

#### II. QUANTITATIVE AND TECHNICAL REASONING (12 units)

Selected from science, math and computer science courses from at least two different disciplines. At least one course must be a 4-5 credit laboratory science.

#### III. CORE CURRICULUM/BREADTH REQUIREMENTS (12 units)

Fulfill the Cultural Heritages and Communities breadth requirements with a combination of UW-Whitewater Core courses (designated with the prefix Gen Ed) and other arts, humanities and social sciences courses.

### STUDENTS WITH 21-39.9 TRANSFER CREDITS

#### A. Cultural Heritages (6 units)

- One course designated as Gen Ed Arts (GA)
- Gen Ed 390 The World of Ideas

#### B. Communities (6 units)

- One course designated as Gen Ed Social Sciences (GS)
- One course designated as Gen Ed Humanities (GH)

Each student will be assigned a Core course (Gen Ed 110 or 120 or 130 or 140) to take the place of ONE of the above breadth areas (GA, GS, or GH). This additional Core course will be determined by the assistant dean of L&S and is indicated on students' Academic Advising Reports.

### STUDENTS WITH 40 OR MORE TRANSFER CREDITS

#### A. Cultural Heritages (6 units)

- One course designated as Gen Ed Arts (GA)
- Gen Ed 390 The World of Ideas

#### B. Communities (6 units)

- One course designated as Gen Ed Social Sciences (GS)
- One course designated as Gen Ed Humanities (GH)

#### IV. PHYSICAL HEALTH AND WELL-BEING (1 unit)

1 unit of Gen Ed Physical Education (GP) courses

#### V. Breadth Electives (8-16 units)

Select from courses in the arts (GA), humanities (GH), social sciences (GS), race and ethnic cultures/ women's studies (GE), interdisciplinary courses (GI), and 1 unit of physical education (GP). (No more than one course from each academic discipline may be counted in the electives. Exception: 2 GP courses may be used for a maximum of 1 unit of electives.)

# Choosing a major

Many students begin as freshmen at UW-Whitewater without chosen majors. Not declaring a major allows them time to explore different courses, learn about each college, and discover what future careers most interest them.



If you're not sure what to major in, think about the types of courses that interest you. What courses did you enjoy in elementary, middle and high school? Think about careers you would enjoy, and talk to people in those fields. Ask them how they found their careers, and what they believe would be the most useful major to prepare for their positions.

Many students get involved with student organizations on campus to learn about fields of study from their peers and to network with professionals and speakers. Visit the student involvement directory at [www.uw.edu/CoBE/undergrad/choosingamajor](http://www.uw.edu/CoBE/undergrad/choosingamajor) to find student organizations that would interest you.

The College of Business and Economics has a specialized career counselor located in Hyland Hall 4300. Make an appointment to see the business career counselor to gain guidance in exploring the various fields of business. Contact the Career and Leadership Development Office to schedule an appointment.

It is also a good idea to talk to faculty and staff in the department(s) with majors you are considering. Make an appointment to talk with a faculty member about opportunities and expectations for majors that interest you.

## Choosing a business major

The assistant dean's office in 4300 Hyland Hall has information on each business major. You may also make an appointment with your adviser to discuss what option would be best for you. If you still have

questions, visit the individual departments for more in-depth information on your major.

As a junior, after admission to your major, you'll be required to take foundation courses in all areas of business. Many students decide on a major after sampling these courses. The four-year planning sheets will give you an idea of the courses you would take for each major.

Get involved in one or more student business organizations. It's a great place to meet other students, to build leadership experience, to network and to meet alumni, guest speakers and faculty. The students who are most informed and best prepared for the future take advantage of the business organization opportunities.

## Changing from a business to a non-business major

If you are planning to change your major, please do so as soon as possible. You can then get an updated academic advising report (AAR) for the course selection and registration advising meetings.

If you are currently a business major but plan to change to a non-business major, you do not need to attend a business advising session provided that you complete the major change process. If you are in this situation, you should come to Hyland Hall 4300 to request a major change form. After completing the form and taking a copy of the form to the office of your new major, your major will be changed. When this change is processed electronically, your business advising hold will be removed.

**Warning: If you change from business to a non-business major and take business courses when your GPA is less than 2.50, you cannot change back to a business major without permission of the College of Business and Economics. Permission is not likely.**

## Changing majors within the College of Business and Economics

If you have not been admitted to upper division business courses, you should come to the assistant dean's office in Hyland Hall 4300 to complete a major/minor change form.

If you have been admitted to upper division business courses, you should go to the department of your major to complete the major/minor change form. You will then be directed to the next step in the process.

## Majors in the College of Business and Economics

All business majors earn a Bachelor of Business Administration (BBA) degree.

Accounting

Economics

Entrepreneurship

Finance

Honors Emphasis

Insurance Emphasis

Honors Insurance Emphasis

Real Estate Emphasis

- Honors Real Estate Emphasis
- Financial Planning Emphasis
- Honors Financial Planning Emphasis

General Business

General Management

Human Resource Management

Information Technology

- Business Analysis Emphasis
- Business Application Development Emphasis
- Networking and Security Emphasis

Integrated Science and Business

- Water Emphasis

International Business

Marketing

- Direct and Internet Marketing Emphasis
- Professional Sales Emphasis

Supply Chain Management and Operations

- Project Management Emphasis

## Approved minors for CoBE majors

CoBE majors do not require the completion of a minor. Students choosing to earn an optional minor should consult with their advisers. CoBE students can choose a minor from any college outside the College of Business and Economics. Business minors available to CoBE majors are:

Economics (L&S emphasis)

Information Technology

International Business

Water Business



## 4-year major/minor planning sheets

Each major and minor in by the College of Business and Economics is outlined in the form of a planning sheet that allows you to follow a suggested path of courses to complete your major or minor in an efficient manner. These check sheets are very helpful when paired with your Academic Advising Report to ensure progress without misunderstanding of the requirements for your major or minor. We recommend you obtain a planning sheet and review it regularly each semester.

Four-year major planning sheets are available in Hyland Hall 4300 and online at [www.uww.edu/CoBE/undergrad/majors](http://www.uww.edu/CoBE/undergrad/majors).

Minor planning sheets are available at [www.uww.edu/CoBE/undergrad/minors](http://www.uww.edu/CoBE/undergrad/minors).

# Eligibility for business course enrollment

## Declaring a business major

Students at UW-Whitewater may declare a business major at any point in their studies. The minimum combined GPA requirement varies, depending on the number of credits you have earned. The requirements are:

- less than 24 credits-2.0 combined GPA
- 24-72 credits-2.5 combined GPA
- 73+ credits-2.8 GPA

To progress toward completion of a business degree, students must have a minimum combined GPA of 2.5 to be eligible to register for all lower division courses.

## Lower division (200-level) eligibility

Students pursuing a Bachelor of Business Administration degree and all integrated science and business majors must achieve 24 credits and maintain a 2.50 GPA or better in order to take lower division business courses except ITBE 141, BEINDP 200, BEINDP 293, ECON 201 and ECON 202. Grades received for all appropriate college courses taken at other institutions will be included in determining the student's grade point average eligibility for enrolling in business courses.

Business minors and non-business minors required to take business courses must have at least a 2.00 GPA and 24 credits completed to enroll in lower division (200-level) business courses required in the minor.

Non-business majors who are required or who may elect to take business courses in the major must have the GPA required in the major and must have completed 24 credits to take lower division (200-level) business courses.

## Upper division (300/400-level) eligibility

Students in the BBA curriculum and all integrated science and business majors are not eligible to enroll in the College of Business and Economics 300- and 400-level courses unless they have 60 or more credits to degree, at least a 2.50 cumulative GPA and have been admitted to the upper division business courses. Transfer students must maintain a combined GPA (transfer and UW-W) of 2.50 to continue eligibility.

Business minors must have a 2.00 GPA and 60 credits completed to enroll in upper division (300 or 400-level) business courses. In order to graduate with a business minor, the student must have a 2.25 GPA in the minor.

Satisfactory/no credit grading may not be used in any business course or any BBA degree requirement unless offered on an S/NC basis only. Courses in the College of Business and Economics may not be taken on an audit basis. A course cannot be used to satisfy both a BBA degree and a major requirement.

Non-business majors who are required or who may elect to take 300- or 400-level business courses must have completed 60 credits and have a 2.00 GPA to take upper division (300- and 400-level) business courses.

Non-business majors who are not required to take business courses in the major may register for business courses during the first week of classes if all course prerequisites and credits completed (24 for lower division or 60 for upper division) are met, and the student has a 2.50 combined grade point average.





## Admission to upper division business courses

When a student is projected to complete at least 54 credits and has satisfactorily completed or is enrolled in ENGLISH 101, ENGLISH 102, COMM 110, ACCOUNT 244, ACCOUNT 249 or ACCOUNT 261; ECON 201, ECON 202, ITSCM 280, MATH 143, and ECON 245, the student may apply for admission to the upper division business courses. All students with at least a 2.80 combined GPA will be admitted.

Declared business students are able to apply online for admission to upper division using a link available within their D2L (Desire to Learn) account. All students who are not yet admitted to upper division courses are provided a business advising resource page in D2L that also details all information about important dates and registration procedures.

## What if I don't meet the grade point average admission requirements?

If your grade point average does not meet the requirements and you have not taken college courses in the last five years, you should ask about our forgiveness policy.

Students who do not meet the 2.8 GPA requirement may be admitted based on an 8-point formula. This formula considers the cumulative combined GPA and the GPA earned in the following ten courses: ENGLISH 101, ENGLISH 102, COMM 110, MATH 143, ECON 201, ECON 202, ACCOUNT 244, ACCOUNT 249/261, ECON 245, ITSCM 280.

The computation is:

$(2 \times \text{combined GPA}) + \text{cumulative average GPA of these 10 courses} = \underline{\hspace{2cm}}$

If the result is 8 or more, the student will meet the GPA requirement. This computation is not done until the end of the semester in which the student applies.

Freshman and sophomore-level students may repeat for no credit a maximum of three College of Business and Economics classes in which grades of C were earned to meet this 8-point criterion. The new grade will not replace the C, but will be used by the college to determine eligibility for admission. It will not raise the official combined GPA.

Enrollment preference in all business courses will be given to the following officially declared majors and minors:

- All BBA majors; management computer systems majors; integrated science and business; business education; other non-business majors with business course requirements.
- Business minors; arts management minors; other minors with business course requirements.

## Common examinations

Certain courses have common exams during the semester when all sections will be tested at the same time. Students should not schedule other classes at those times.

# Understanding the Academic Advising Report

The Academic Advising Report (AAR) is used to help track your progress in your declared academic program. It matches your coursework to requirements. In general, it will “unbold” requirements when they are completed. The AAR is used to assist with graduation approval. You should use the AAR as a tool along with the undergraduate catalog, schedule of classes, and adviser recommendations. The AAR has two sections: a section of General Education requirements that are required for all students at UW-Whitewater, and the section of requirements specific to you as a business degree-seeking student.

Please note the following areas:

-Credits earned toward graduation

I. A MINIMUM OF 120 UNITS, A UW-WHITEWATER CUM GPA OF 2.00 AND FULFILLMENT OF ALL ACADEMIC REQUIREMENTS ARE REQUIRED TO GRADUATE. SOME PROGRAMS REQUIRE A GPA HIGHER THAN 2.00 AND/OR MORE THAN 120 UNITS FOR ADMISSION, RETENTION AND GRADUATION. A COMBINED GPA MAY BE USED.

120 CREDITS

> Units: 120.00 required

2.00 UW-Whitewater GPA - (Any coursework prior to 1979 is not reflected in UW-Whitewater cumulative totals.)

> GPA: 2.000 required, 0.000 actual

COMBINED GPA - (The combined GPA reflects all UW-Whitewater and transfer coursework. The combined GPA for transfer students prior to summer 2001 reflects only those transfer courses accepted for credit by UW-Whitewater.)

> GPA: 2.000 required

II. DEVELOPMENTAL SKILLS

ACT test scores determine whether developmental math and English would be required in this section. A “W” connected to the course would indicate being waived from the course based on the ACT math or English sub score. If no waivers are present, the course(s) showing as bold would need to be completed.

III. COMMUNICATION AND CALCULATION SKILLS

A. COMMUNICATION SKILLS

(3 courses or waivers, must be completed within first 60 units).

> Courses: 3.00 required

-English 101 Freshman English OR English 105 Honors English (honors students only)

-English 102 Freshman English (pre-req English 101)

-Comm 110 Intro to Human Communication

B. CALCULATION SKILLS

> Courses: 1.00 required

-Math 141 Intermediate Algebra (pre-req) waiver or C or better in Math 41

IV. UNIVERSITY REQUIREMENTS

> Units: 32.00 required

A. QUANTITATIVE & TECHNICAL REASONING (7-11 UNITS)

> Units: 7.00 required

- 4 or 5 credit General Lab Science (GL)

-Math 143 Finite Business Math OR any earned Calculus credit will count here



## B. CULTURAL HERITAGES (6 UNITS)

> Units: 6.00 required

- Gen Ed 110 World of the Arts OR General Arts (GA) course for transfer students
- Gen Ed 390 World of Ideas (requires junior standing)

## C. COMMUNITIES (6 UNITS)

> Units: 6.00 required

- Gen Ed 130 Individual and Society OR General Social Science course (GS) for transfer students
- Gen Ed 140 Global Perspectives OR Gen Ed 120 Historical Perspectives OR General Humanities (GH) course for transfer students

## D. PHYSICAL HEALTH and WELL-BEING (1 UNIT)

- PEGNRL 192 Personal Health and Fitness for Life OR General Physical Education course (GP) for Transfer students

## E. ELECTIVES (8-12 UNITS TO TOTAL 32 UNITS).

ADDITIONAL ELECTIVES DESIGNATED GA, GE, GH, GS, GI, and GP

-Choose any from elective categories general arts, ethnic cultures/women's studies, humanities, social science, interdisciplinary studies, and general physical education. May not take one class within the same subject. For example, you could not select two art classes, but could select two GA courses such as an art and a theater class.

## V. DIVERSITY

> Courses: 1.00 required-Choose one course designated as a diversity course (DV).

Many diversity courses could also count in letter E above as a general education elective

## VI. COLLEGE OF BUSINESS AND ECONOMICS BBA DEGREE REQUIREMENTS

> Units: 46.00 required

### A. BUSINESS COLLEGE UNIQUE DEGREE REQUIREMENTS

> Courses: 4.00 required

- Choose one international course from any of the listed groups
- Math 143 Finite Business Math (pre-req C or better in Math 141)  
OR any Calculus credit or Math 152 Elementary Functions
- Econ 201 Micro-Economics (pre-req Math 141) and Econ 202 Macro-Economics (pre-req Econ 201)

### B. BUSINESS COLLEGE LOWER AND UPPER DIVISION DEGREE REQUIREMENTS

> Units: 34.00 required

These courses require 24 or more earned credits and a 2.5 combined GPA:

- Accounting 244 Intro to Financial Accounting
- Accounting 249 Managerial Accounting (Pre-req Acct 244)
- Econ 245 Business Statistics (pre-req Math 143 or Calculus or Math 152)
- ITSCM 280 Intro to Information Systems

### C. Other Courses Required for Admission

- English 101 Freshman English OR English 105 Honors English (honors students only)
- English 102 Freshman English (pre-req English 101)
- Comm 110 Introduction to Human Communication

# Understanding the Academic Advising Report

D. Some business majors may or may not have this section showing additional course requirements for their major.

COMMUNITY SERVICE: All BBA students are required to complete 20 hours of community service prior to enrollment in the senior level capstone course, MANGMNT 489 Administrative Policy.

ADMISSION TO UPPER DIVISION BUSINESS COURSES MILESTONE. REQUIRES COMPLETION OF (OR ENROLLMENT IN) A, B, AND C ABOVE, 54 CREDITS TOWARD DEGREE, AND 2.80 GPA.

VII. UPPER DIVISION BUSINESS COURSES REQUIRED FOR ALL BUSINESS MAJORS.

Admission to upper division courses milestone must be complete prior to enrolling in these courses.

-These include the junior-level core business courses, senior capstone course, and major courses.

VIII. GENERAL BUSINESS MAJOR GENERAL BUSINESS EMPHASIS

> Units: 24.00 required

> GPA: 2.500 required

-All cumulative major specific courses require a 2.5 minimum combined GPA to graduate

ELECTIVE BUSINESS COURSES AND BUSINESS GPA

> Courses: 1.00 required

> GPA: 2.500 required

-All cumulative business courses require a combined GPA of a 2.5 minimum to graduate

COURSES OUTSIDE THE BUSINESS COLLEGE

> Units: 60.00 required

-Must have accumulated 60 or more non-business credits to graduate.

Up to 12 credits of economics courses can count toward this total.

## Personalization

Often there will be a section of the AAR that states “personalization required” or indicates that the courses for that requirement must be selected “in consultation with your adviser.” For these requirements, **YOU MUST TAKE ACTION** to have the department or college office put those courses in that section.

The record sheet at the end of this guide will allow you to keep notes on the personalizations that have been approved.

## Unique requirements

These are requirements that are needed for a major or minor, but are not actually courses counted in the major or minor. They are often prerequisite courses, or courses which fulfill the communication and calculation skills requirements.

## Using a course to fulfill more than one requirement

In some cases one course may fulfill two or more requirements (although you only earn the actual credit one time). A common example is diversity. If you take a course for diversity that is also designated as Gen Ed, it may be used in Gen Ed and major/minor requirements if appropriate.

**Note:** Courses may not be shared between two majors and/or a minor unless both majors or minor require the course.

# AAR abbreviations and terminology

## Academic year

Students are responsible for completing the requirements that were in effect when they declared their major and minor. The two-digit number following the major/minor heading on the AAR indicates the effective academic year for the student.

## AAR Academic Advising Report

The Academic Advising Report consists of an unofficial transcript followed by a report that sorts the courses into academic requirements. The AAR does not monitor all policies that govern an academic program.



## AAR codes

- EN Enrolled (coursework completed at UW-Whitewater)
- IP Requirement in progress
- TR Transfer course
- TE Test waiver or test credit
- TNT Transfer tentative, pending receipt of final transcripts in Admissions Office

## Course/grade

- R Retro credit (foreign language only)
- T Test
- W (for a requirement or for a course such as English 090W) – waiver/waived – Requirement is waived, no credit awarded
- W (when used as a grade) indicates a student dropped or withdrew from a course
- EX Course taken through an approved exam program (Advanced Placement, CLEP, department test, etc.) usually awarded credit

## General education designations

GA, GE, GH, GI, GM, GL, GS Indicate courses approved for Gen Ed. See Degree Planning Guide, page xx.

## Milestone

Some majors have non-course requirements that must be fulfilled, such as a departmental exit interview. Students should contact their department office for information on fulfilling these requirements.

## Repeat codes

First attempt expunged: the grade has been removed from the UW-Whitewater GPA.

Repeated for credit: this course now carries the credit and GPA points.

Repeated for no credit: this course repeat was not allowed by UW-Whitewater policy.

## Unique requirements

Courses that are required for the major, but not counted as units within the major. (They are often prerequisites for courses in the major.)

## 999 elective

The generic number assigned to a transfer course when there is no direct match to a UW-Whitewater course. These courses may have to be approved for the different areas of the curriculum.

Communication and Calculation – Department chair of English, communication or math

Gen Ed – Assistant dean of L&S (coordinator of General Education)

Degree – College office of the major

Major/Minor – Department chairpersons

## 9999 elective (followed by a letter)

The generic number assigned to a transfer course when there is no direct match to a UW-Whitewater course, but the course has been approved for Gen Ed. The end letter represents the General Education designation.

Example:

Course	Grade	Code
History 154 EX History of Modern Europe	T	TE

# Registering for classes

## Registering for classes

1. Click on "Self Service"
2. Click on "Student Center"
3. Under the Academics section click "Enroll"
4. Select the term you are enrolling in (e.g. Fall 2013) and click "Continue"
5. Key in the 4-digit class number in the "Enter Class Nbr Field" and click "Enter" or select "Search" to perform a class search from the find class section.
6. From the class search results, click "Select Class" for the section of the course you are requesting.
7. Verify the course that you are adding and click "Next" to proceed (or you may repeat Step 3 to add more courses to your enrollment shopping cart).
8. Next, click "Proceed to Step 2 of 3" to confirm the course(s) that you are about to request enrollment into.
9. Click "Finish Enrolling" to complete the enrollment request process.

## Dropping a class

1. Click on "Self Service"
2. Click on "Student Center"
3. Under the academics section click "Enroll"
4. Select the term you are enrolling in (e.g. Fall 2013) and click "Continue"
5. Select the course you wish to drop by checking the select box appearing before the course.
6. Click "Drop Selected Class."
7. Confirm the status of the drop.

For additional WINS tutorials, visit [www.uww.edu/registrar/wins/how-to/student](http://www.uww.edu/registrar/wins/how-to/student).

## Definition of terms

### Registration priority

Unless you are part of a special group (e.g. Honors), your registration priority is determined by your earned credits. Within credit levels, you will be assigned a random time. That priority time is when your registration time slot opens. The "ending time" is not in effect: You can continue making changes until early in the semester.

### Course requisites

Course requisites are courses or conditions that must be fulfilled before you can enroll in a course. They may be major/minor, level, GPA, credit, or courses. Courses that you are currently taking when you register are used to fulfill prerequisites. Check the schedule of classes for prerequisites.

**Prerequisite:** Must have completed the course restriction before enrolling for the course.

**Co-requisite:** A course that must be completed OR concurrently enrolled in.

### Permissions

A permission is an authorization given by a department or college office to let you register for a class with special circumstances. If you receive a permission, you must also register for the class on WINS.

### Academic level

Freshman= 0-23.99 units  
Sophomore= 24-59.9 units  
Junior=60-89.99 units\*  
Senior= 90-120+ units

\*Students who have been admitted to the upper division may register for junior-level business courses with 54 or more credits.

### Credit load

Full-time= 12-18 units

### Overload

If you wish to take more than 18 credits for the semester, you must appeal to the assistant dean for approval. Remember, undergraduate fees increase for each credit taken over 18. If you are on probation, and wish to take more than 15 units, appeal to Academic Standards.

### Excess credits policy

The University of Wisconsin System Board of Regents has established an Excess Credits Policy requiring resident undergraduate students to pay a surcharge for all credits beyond 165 that are earned toward their first undergraduate degree. This policy includes all earned credits from UW-Whitewater as well as earned credits from other UW System schools or Wisconsin Technical

College System (WTCS) schools that are accepted for your degree. Credits from non-UW or non-WTCS schools do not count toward this policy, nor do Advanced Placement, retroactive, exam and remedial credits. Contact the Registrar's Office for more information.

### Late drops and adds of courses

You may appeal to add or drop a course after the deadline if there are extenuating circumstances. Contact the department of the course for forms and instructions.

### Repeating courses for grade and credit replacement

A course in which a grade of C- or below (C-, D+, D, D-, F, or NC) was originally earned may be repeated once for grade and earned credit replacement. The grade and credits earned for the repeated course will replace those earned in the initial attempt when calculating grade point average and credits toward degree, but all attempts will remain on the transcript. A course can be repeated only once. Students may not take the same course for credit and grade replacement more than once unless the course is identified in the undergraduate catalog as repeatable.

To appeal for additional course attempts, contact the advising coordinator of your college. For students in CoBE, contact Assistant Dean Janet Olson, Hyland Hall 4300, [olsonj@uww.edu](mailto:olsonj@uww.edu). Additional policies limit the course repeat policy. Before repeating courses, see the complete policy statement at [www.uww.edu/Documents/registrar/Policies/repeat\\_policy\\_f09.pdf](http://www.uww.edu/Documents/registrar/Policies/repeat_policy_f09.pdf).

### Satisfactory/no credit option

You may choose to take up to 15 credits for S/NC. A grade of S indicates a C or better in the class. You will receive a grade of NC (no credit) if the work is equivalent to a C- or lower. In neither case will your grade affect your GPA. You cannot take a course for S/NC if the course is used for your major or minor or is a Gen Ed Core course.

The decision to take a course for S/NC must be recorded by the 10th day of class for 17-week courses and by the end of the second day of class for short courses. You can select the S/NC option when you register for the course, but after registration, you must contact the Registrar's Office for changes in the grading basis. Consult the undergraduate catalog for the complete policy statement.

### Summer registration

Summer registration usually begins in early February. Registration is first come, first served, and the process differs from the regular semester registration. For a regular semester's registration, business majors are required to have the 2.50 GPA or the 2.80 for admission prior to registering for classes. For summer, you can get an override into a summer course with less than a 2.50 or without being admitted to your major on the contingency that you will meet the requirements for the course at the end of the spring semester. Call the department that offers the course if you need such an override.

### Transfer summer credits

If you are interested in taking only summer courses to transfer to another institution, apply for admission as a "special - no credentials" (SPNC) student through the Admissions Office. After admission, send an unofficial copy of your transcript to the assistant dean at [olsonj@uww.edu](mailto:olsonj@uww.edu) along with your request to register for a specific business course.

**For a complete listing of summer courses offered, visit the schedule of classes through the Registrar's Office.**



# Understanding WINS

The screenshot shows a student's WINS account page for Sue Warhawk. The page is divided into several sections: Academics, Personal Information, Holds, To Do List, Enrollment Dates, and Advisor. Callout boxes provide additional information about these sections.

**Academics:** Includes links for [My Class Schedule](#) and [Shopping Cart](#). A message states: "You are not enrolled in classes." Below this is a dropdown menu labeled "other academic..." with a right-pointing arrow.

**Personal Information:** Includes a link for [Emergency Contact](#) and a **Contact Information** box with the following details:

Home address	Mailing address
800 W Main St Whitewater, WI 53190-1705 Walworth	800 W Main St Whitewater, WI 53190-1790 Walworth
<b>Home Phone</b> 920/123-4567	<b>Campus email</b> WarhawkSD25@uwv.edu

**Holds:** Lists several holds: Terms & Conditions Required, Terms & Conditions Required, Senior Outcomes Assessment, Office of Reinstated Probation, Academic Advising, and Academic Advising. A "details" link is provided.

**To Do List:** Lists tasks: Admitted w/No ACT/SAT Scores, Communicative Disorders, Final High School Transcript, Housing Clarification Required, and How to get Immunized on campus. A "details" link is provided.

**Enrollment Dates:** Includes a link for [Open Enrollment Dates](#).

**Advisor:** Lists the **Program Advisor** as Pamela Tanner and Jessica Cole.

**Callout Boxes:**

- Top left: "These links will bring you to your class schedule, shopping cart and enrollment access." (points to Academics links)
- Top middle: "Indicates if you have a hold on your account which would prevent you from registering. For more information about each hold, click 'details.'" (points to Holds section)
- Top right: "You will have a 'Terms and Conditions' hold every semester. The instructions for removing it will be under 'My Account.'" (points to the first hold in the Holds list)
- Bottom left: "The dropdown gives you access to your Academic Advising Report, grades, course history, etc." (points to the "other academic..." dropdown)
- Bottom middle: "Indicates when you are eligible to register for the next term" (points to the "Open Enrollment Dates" link)
- Bottom right: "Indicates your academic adviser. Click 'details' for more information." (points to the "details" link in the Advisor section)

Two semesters before you plan to graduate, you should schedule a graduation review with your assigned faculty adviser. You should review the graduation requirements checklist and the AAR. If anything is still bold on your AAR, be sure you understand why. You may request a meeting with Assistant Dean Janet Olson with graduation questions only after meeting with your assigned adviser and/or the department chairperson of your major. Remember, ultimately, you have the responsibility to meet all requirements. **NOTE: If you are repeating a course in your last two semesters, identify that course to your adviser. Some repeated courses may be counted twice on the AAR until later in the semester. This can affect your credit totals.**

Follow up on any course substitutions or other changes to the AAR that have been approved by your department. Check your AAR online and work with your department office.

You should apply to graduate at least one full semester prior to your final term so your academic record can be checked and any problems resolved in time for you to graduate. It is important that your entire academic record is reviewed prior to the final term of enrollment. **Apply online at [www.uww.edu/registrar/graduation/application.html](http://www.uww.edu/registrar/graduation/application.html).**

Make sure that your address information is correct so that you will receive all important information from the graduation examiner. Read your mail and university email. Respond immediately to any requests for information. If you have questions after meeting with your adviser and/or department chair of your major, contact Assistant Dean Janet Olson in Hyland Hall 4300 or [olsonj@uww.edu](mailto:olsonj@uww.edu).

After graduation, you can request a refund of the \$100 tuition deposit that you made in your first term of enrollment. The request form is available at [www.uww.edu/adminaffairs/sfs/forms/refund.pdf](http://www.uww.edu/adminaffairs/sfs/forms/refund.pdf) and must be submitted within one year of separation from UW-Whitewater or the money will be deposited into a scholarship account.

## Graduation requirements checklist

My degree is \_\_\_\_\_

My major is \_\_\_\_\_

My major GPA is \_\_\_\_\_

My major does/does not require a minor  
(circle one)

My minor (or 2nd major) is \_\_\_\_\_  
(If required)

I know I will graduate because I have:

Completed a minimum of 120 units  
Use the requirement in the Academic Advising Report, not the transcript, to verify your units for graduation.

Fulfilled residence requirements

- Completed a minimum of 30 units at UW-Whitewater, with 15 units taken immediately prior to graduation.
- At least 75 percent of my major course units and 25 percent of my minor course units completed at UW-Whitewater.

Met my business major GPA requirements for my cumulative areas:

- 2.5 minimum combined GPA in all UW-Whitewater courses
- 2.5 minimum combined GPA in all combined business courses
- 2.5 minimum combined GPA in all business major specific courses

Completed communication and calculation requirements.

Completed university requirements for General Education course work with a total of 32 units.

Completed the diversity requirement.

Completed the requirements for my degree (BBA).

Completed the requirements for my major.  
(including total units and GPA)

Completed the requirements for my minor.  
(including total units and GPA)

Applied for graduation at the Registrar's Office.  
(2032 Roseman)

# Frequently asked questions

## Getting started

What's the first step in getting admitted?

If you are a new traditional student or transfer student, begin the process with the Admissions Office. Visit its website at [www.uww.edu/admissions](http://www.uww.edu/admissions)

I am an online student. What is the first step in getting admitted?

Begin by emailing our advisers at [onlinebba@uww.edu](mailto:onlinebba@uww.edu) for information.

I'm from another school. How can I register for just a class or two that I want to transfer back to my current school?

Apply through the Admissions Office as a "special" (SPNC) student. After admission, send unofficial copies of your transcripts to Assistant Dean Janet Olson at [olsonj@uww.edu](mailto:olsonj@uww.edu).

How do I start taking courses for a second degree or major?

For questions prior to admission, contact Assistant Dean Janet Olson [olsonj@uww.edu](mailto:olsonj@uww.edu). When you are ready, apply through the Admissions Office as a "special" (SPFC) student.

May I complete a degree by taking only evening classes?

Yes, we offer the general business major through evening courses. For more information, contact Assistant Dean Janet Olson at [olsonj@uww.edu](mailto:olsonj@uww.edu).

Do I apply for admission to the College of Business and Economics at the same time that I apply to the university?

No, you will apply for admission to the upper division business courses during a registration information meeting if you meet the requirements.

## Registration questions

What is a hold?

If you look at your WINS home screen, you will see a box labeled "Holds." Most holds prevent you from registering for classes. If one of the holds is for advising, you must be advised prior to registering. Contact your adviser if you have questions.

What is an override?

An override is permission to register for a course that WINS will not allow you to add on your own. You would contact the department that offers the course you want/need to find out if an override can be entered for you.

A class or a specific section of a class is full that I want/need to add. Is there any way I can still enroll in it?

Go to the department of the class and request permission to add a closed class. If possible, you will get a permission slip from the department assistant. Carry that slip to the assistant dean's office (Hyland Hall 4300). You will have a few days to add the class in WINS. Otherwise, wait for an opening or ask if they will be setting up another section.

How do I get permission to take more than 18 credits in a semester?

Begin the approval process by completing the overload request form in Hyland Hall 4300 or sending an email message to Assistant Dean Janet Olson ([olsonj@uww.edu](mailto:olsonj@uww.edu)) with your request, which should include the total number of credits you want to take in the coming semester, your reason for wanting them, and your student ID number.

May I audit a business class?

Business classes cannot be audited.



### Can I take a business class on a satisfactory/no credit (S/NC) basis?

All business courses must be taken for a grade unless they are only offered S/NC.

### Why doesn't WINS let me add a class?

Check the error message:

FINANCIAL HOLD: Contact Financial Services at 262-472-1378.

PREREQ ERROR: Means a requirement that must be satisfied before registering for the course.

However, if you're:

- A transfer student, you may need an override
- Repeating a business course, you may need an override

For overrides, call the assistant dean's office at 262-472-4900

REPEAT ERROR: Means that you're taking a course that you have already completed or are taking an equivalent course for which credit cannot be earned because the content overlaps with the specified course.

ADVISING HOLD: Contact your adviser to set up a meeting.

TERMS AND CONDITIONS HOLD: Follow the link in WINS to accept the terms and conditions.

You must do this before you will be allowed to register.

## Advising questions

### What is an academic advising report? Where do I find it?

Your academic advising report (AAR) is the official document which shows your degree requirements and your progress toward meeting them. It is extremely important and should be taken to all advising meetings. The AAR is available to you from your WINS home page. In the drop-down box "other academic," choose "Advisement Report." This will lead you to your AAR.

### How do I find out who my adviser is?

Your adviser's name is on your WINS student center in the box labeled "Adviser."

If there is no name, contact the assistant dean's office at 262-472-4900.

### I can't connect with my adviser. What should I do?

During the regular academic year, you should check the adviser's posted office hours. If you have class during those times, call or send an email to your adviser to set up an appointment. If your adviser does not respond, contact the department office to inquire about a meeting with the department chair.

### Can I have a business minor?

The only business minors available to business majors are economics, water business, information technology, and international business.

### I have a minor in business; who can I get to advise me?

The chairperson of the department of your minor is your adviser. If the minor is general business, Assistant Dean Janet Olson is the adviser.

### Can I test out of a class and how do I do it?

Call the Testing Center at **262-472-5613** to find out which classes have tests that are available and to set up an appointment.

### How do I change my major?

For information on selecting or changing your major, [see page xx](#).

# Frequently asked questions

## How do I apply for graduation?

You will find the forms and process outlined on the registrar's website at [www.uww.edu/registrar](http://www.uww.edu/registrar).

## How do I apply for admission to upper division business courses?

When you are projected to have completed 54 or more credits at the end of the current semester, you will receive information about registration information meetings. You will complete the application form during that meeting.

## What are the requirements to take upper division business courses?

Business majors are required to be admitted to the upper division courses and have at least a 2.50 grade point average. **See specific requirements on page xx.**

## What are the requirements to take business classes?

In addition to specific course prerequisites listed in the schedule of classes, business majors are required to have a 2.50 GPA and 24 credits to take lower division business courses (200-level), except ECON 201 and 202. To take 300- and 400-level business courses, business majors must be admitted to the upper division business courses, have a 2.50 GPA, and meet specific course prerequisites listed in the schedule of classes.

## How can I tell which courses can be used for General Education categories?

The easiest way is to use the schedule of classes ([www.uww.edu/registrar/schedule/index.html/](http://www.uww.edu/registrar/schedule/index.html/)). In addition to listing the semester courses with descriptions and prerequisites, the schedule of classes has sections called "special versions" that list courses by general education designation, Web-based classes, night classes, etc.

## Where do I find forms for late adding classes, late dropping classes, applying for graduation, third-attempt repeats, etc.?

You can find all of these forms on the registrar's website at [www.uww.edu/registrar](http://www.uww.edu/registrar).

## Am I required to have a minor?

Business majors are not required to have minors.

## How do I get an internship?

Each business department has an internship coordinator, and you may also work with the Career and Leadership Development office in the University Center. In order to receive credit for the internship, you must be admitted to the upper division business courses.

## How does study abroad work?

The first step is to make an appointment to meet with the outbound student coordinator in the Center for Global Education in Hyland Hall 1227. You will receive a checklist to follow from the coordinator.

## Who do I contact if my transfer credits didn't transfer as I expected?

Contact Assistant Dean Janet Olson either via e-mail ([olsonj@uww.edu](mailto:olsonj@uww.edu)) or by appointment. Call 262-472-4900 to set up an appointment time. You will need to provide at least a course description of the course you took, and preferably a syllabus. Business course taken at two-year schools are not transferable as junior- or senior-level courses.

## Who is a special student?

There are two kinds of students whom we designate as special students:

- SPNC (special students without credentials) are students who wish to enroll for six units or less in any term and are not seeking a degree from UW-Whitewater.
- SPFC (special students with credentials) are students who have a conferred bachelor's degree and wish to enroll for undergraduate courses only.

### What is the Part-time Business (Outreach) Program?

It is a program for students who are working full time and going to school part time. They receive special advising and registration.

### What happens if I am placed on probation or am academically dismissed?

Students who are on probation or dismissed should review campus policies and deadlines at the Academic Standards website, [www.uww.edu/academicstandards/](http://www.uww.edu/academicstandards/). Questions or appeals should be directed to [acadstand@uww.edu](mailto:acadstand@uww.edu). Students should also work with their academic adviser to understand ways of improving their academic progress.

### What is the community service requirement?

All business majors are required to document 20 hours of community service prior to enrolling in a senior level capstone course called MNGMNT 489. Details of the requirement and reporting process are on page xx.

### Where I can find opportunities to perform community service?

The Career and Leadership Development office provides a clearinghouse of volunteer opportunities in the area. Visit their website to learn more: [my.uww.edu/clearinghouse/index.aspx](http://my.uww.edu/clearinghouse/index.aspx).

### How can I reach the dean of the College of Business and Economics?

You can call the dean's office at 262-472-1343.

### How can I find contact information for my instructors, advisers, and others in the college?

You can use the online staff directory at <http://wp.uww.edu/> for contact information.

### Can I take business classes online?

We have online undergraduate and graduate programs. For undergraduate, we offer the junior and senior business courses for the general business major online. For more information, go to [www.uww.edu/CoBE/onlinebba](http://www.uww.edu/CoBE/onlinebba). For the graduate MBA program, go to [www.uww.edu/CoBE/onlinemba](http://www.uww.edu/CoBE/onlinemba).

### How do I apply for graduate school?

Begin by asking for information from the associate dean's office at 262-472-1945.





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## Community service slips

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COLLEGE *of* BUSINESS AND ECONOMICS

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