## HEB School of Business & Administration Advising Guide:

Preparing for Spring 2021 Advising & Registration

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# Topics Covered (Read through to prepare for Advising & Registration)

- Update Personal Contact Information
- O Determine who your Advisor is
- Virtual Etiquette
- Prepare to meet your Advisor
- Know Your Degree Plan
- Degree Plan in Degree Works
- After Registration
- Additional Requirements

## Correct Contact Information Needed

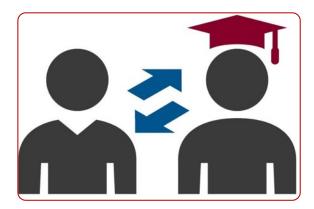
- Make sure your current contact information (telephone & address) is correct.
- Double check your information on UIW Emergency Alerts (RAVE)
- Instruction Link



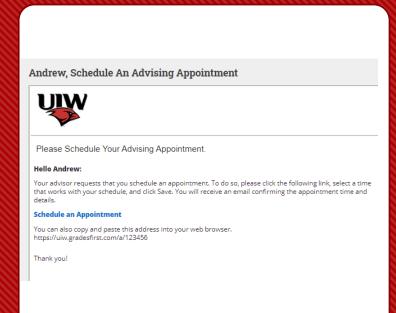


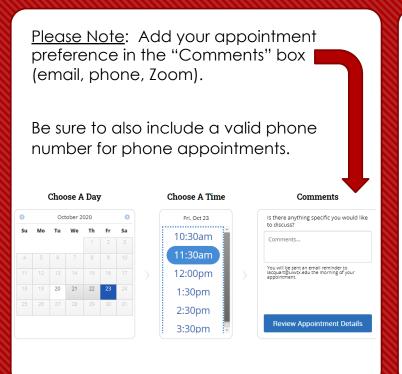
## **Assigned Primary Advisor**

- Log onto Cardinal Apps
- Click the Cardinal Apps Banner tab
- O Then click the Banner 8 Self Service icon
- Select Student Services tab
- Select Student Records.
- Select the current term (Spring 2020) and click Submit.
- Select Student Information.
- O Your advisor's name can be found next to the Primary Advisor field
- O To find your advisor's contact information, use the UIW Directory link











#### Advising Period: October 26—November 6

e-Advising will be conducted via email, phone or Zoom.

## Prepare for e-Advising

- Check your Cardinal e-mail every day for messages from your Advisor
- Review your degree requirements in Degree Works (accessible through Cardinal Apps)
- Review e-Advising email
  - Discuss additional appointment options, if needed
  - Be prepared, your appointment will be by email, phone or Zoom
- Look up classes in Banner9 and prepare draft schedule
- Make a list of questions and concerns



### **E-Advising Etiquette**

#### Preparing for the meeting

- Have documents, notes and questions ready for discussion
- Make sure to have a reliable internet/phone connection
- Visit <u>UIW Helpdesk</u> for available resources
- Sign-in to Cardinal Apps
- Have your student ID available and be ready to confirm
- Communicate in a professional manner
- Check emails daily





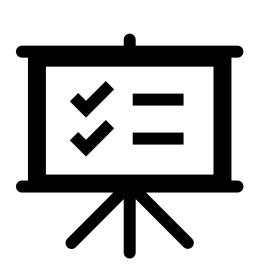
- O Zoom advising appointments should be treated with the same professionalism as in-person advising appointments.
- O Dress as if you are meeting your advisor in person.
- During your appointment, stay engaged and do not leave camera window or walk around.
- O Minimize outside conversations, as they can distract from the appointment and can disrupt FERPA guidelines.
  - O <u>FERPA</u> is the Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. FERPA guidelines require written permission for additional parties to participate in an advising appointment.
  - O If you would like to grant another individual access to the appointment, please complete and submit a "Student Proxy Access Form"
- For technical questions/concerns, contact the IT Helpdesk by emailing <u>helpdesk@uiwtx.edu</u> or by calling (210) 829-2721
- O Information & tutorials about ZOOM can be found here:



### **Zoom/Virtual Etiquette**

## **Appointment topics**

- Discuss current semester classes and goals
  - Early Alert Grades
- Confirm graduation timeline
- Review remaining courses & plan for the upcoming semester
- Confirm pre-requisites, course rotations & grade requirements for major/concentration classes
- Take note of your advisor's recommended courses
- Request your alternate PIN number for registration
- Keep your Alt. PIN in a safe place!



### Know your Degree Plan

120 hours required for Bachelor of Business Administration Degree.

Credits are made up of the following:

#### Core Curriculum

General Education Courses

BBA Core (Major)

**Business Foundation Courses** 

Concentration

Area of Study Specific Courses

General Electives

Credits needed to reach 120 hours

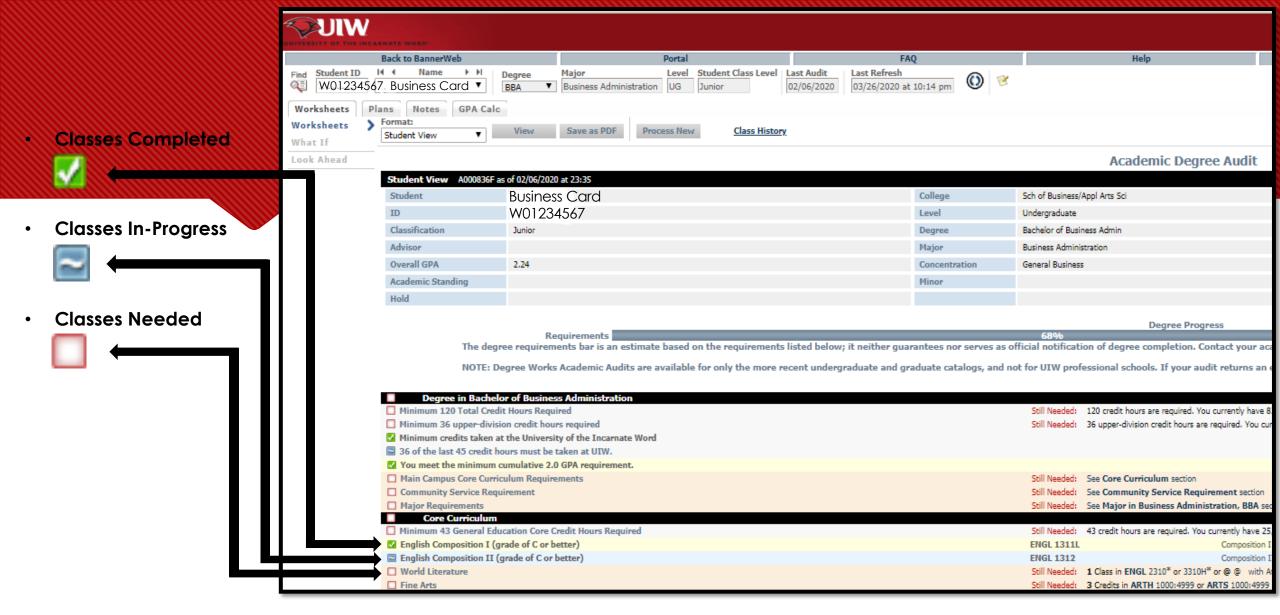
### **Degree Works**

Electronic Degree Audit Available through Cardinal Apps

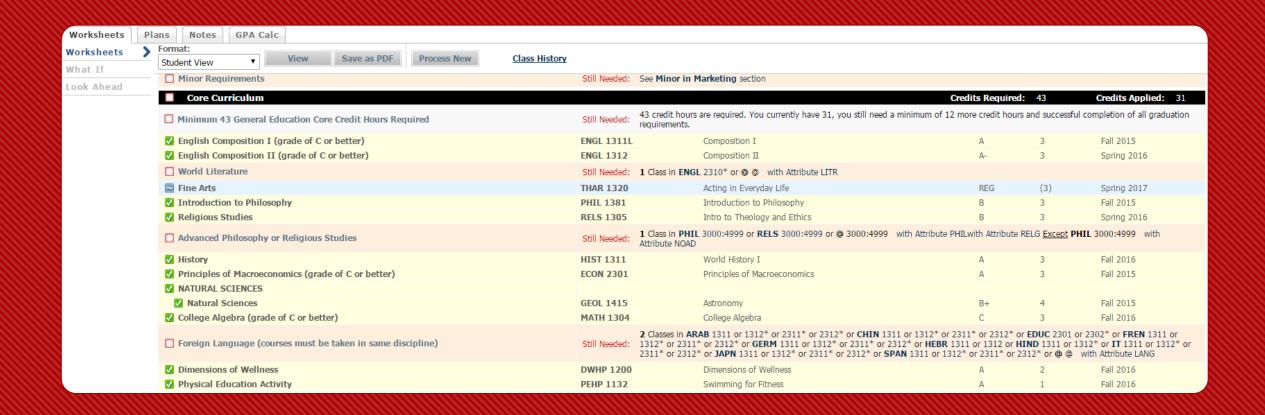
> **DEGREE** WORKS

Hyperlinks for classes with course descriptions, prerequisites & rotations

Helps you stay on track



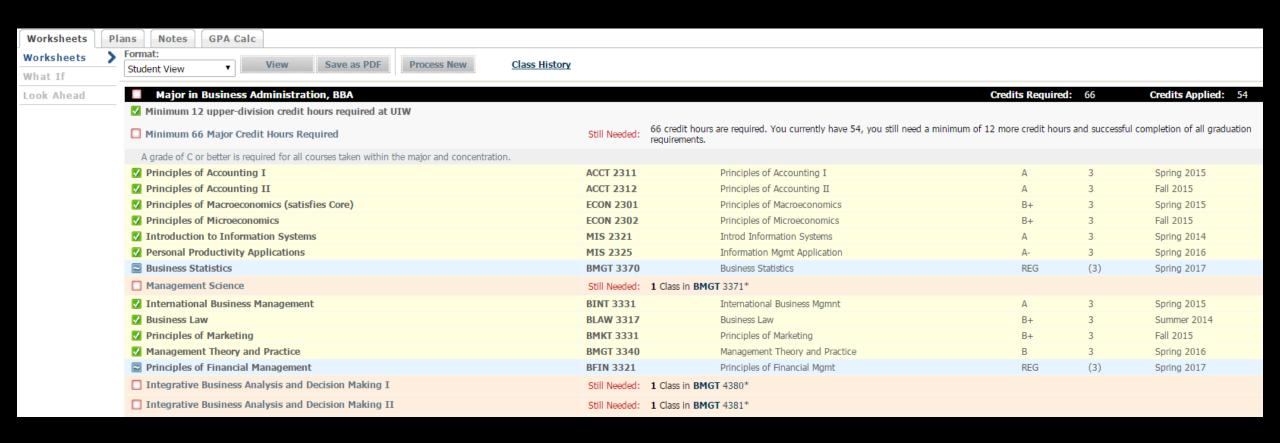
### **Degree Works**



## **University Core**

#### **Business Core**

- 45-hour BBA core provides students with a strong foundation in a variety of business disciplines
- One major Business Administration
- Most Time-Sensitive area of degree plan with all courses leading up to Capstone (BMGT 4380)

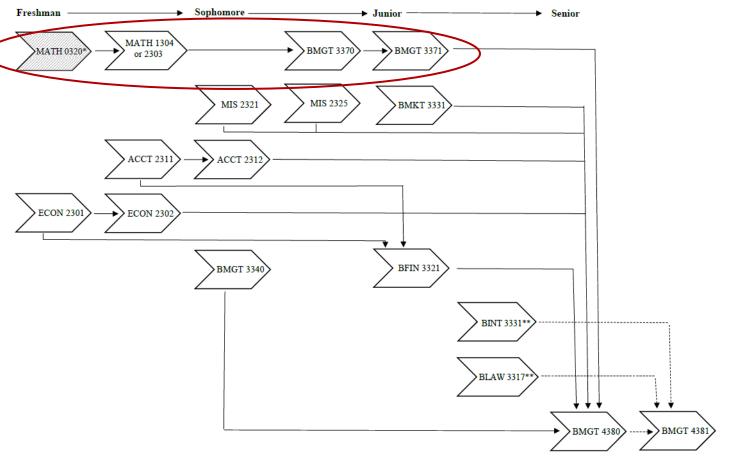


#### **Business Core Curriculum**



H-E-B SCHOOL of BUSINESS & ADMINISTRATION

Recommended 4-Year Plan of BBA Core Classes



\*MATH 0320 is required for students not meeting "College-Ready" requirements. College-Ready is defined by the following test scores:  $SAT \ge 550$ ,  $ACT \ge 22$ ,  $ACCUPLACER \ge 63$ ,  $TSI MATH \ge 350$ ,  $ALEKS Boot Camp \ge 70$ .

\*\*BINT 3331 and BLAW 3317 may be taken concurrently with BMGT 4380. All other BBA core courses must be completed prior to enrollment in BMGT 4380.

MATH 0320 Remedial Math



College-level Math\*



**BMGT 3370 Business Statistics** 



**BMGT 3371 Management Science** 



BMGT 4380 Capstone I



BMGT 4381 Capstone II

Concentration courses are courses within your chosen area of study.

## The concentrations offered in the HEB School of Business & Administration are:

- Accounting
- Economics
- Finance
- General Business
- International Business
- Management
- Marketing
- Management Information Systems
- Professional Golf Management
- Sport Management

## **Concentration Courses**

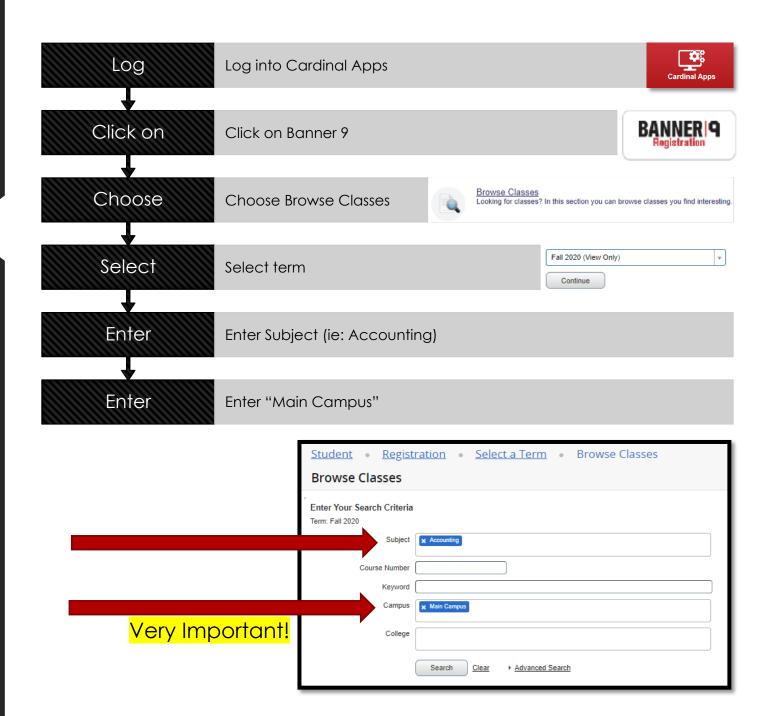
#### Credits needed to reach the 120-hour minimum in order to graduate

#### Courses can be selected as:

- Professional Development
- Second Concentration
- Minor Courses
- Courses of general interest—Have fun!
- Courses that work with your schedule
- Study abroad options

#### **General Electives**

Preparing to Register:
Looking Up
Classes



## Choosing Classes

#### Find a Balance

- O UIW Core, Business Core, and General Electives
  - O Focus on BBA core (Critical Path)
  - This balance will shift as you get farther along in your degree

#### **Top Priority Classes**

- Major Courses
- Sequential Order
- Limited Availability

Use the Schedule Planner (next slide)





Make note of class day(s)

#### Schedule Planner

Note: When using this schedule plann you are selecting classes: the course C number and the course section number

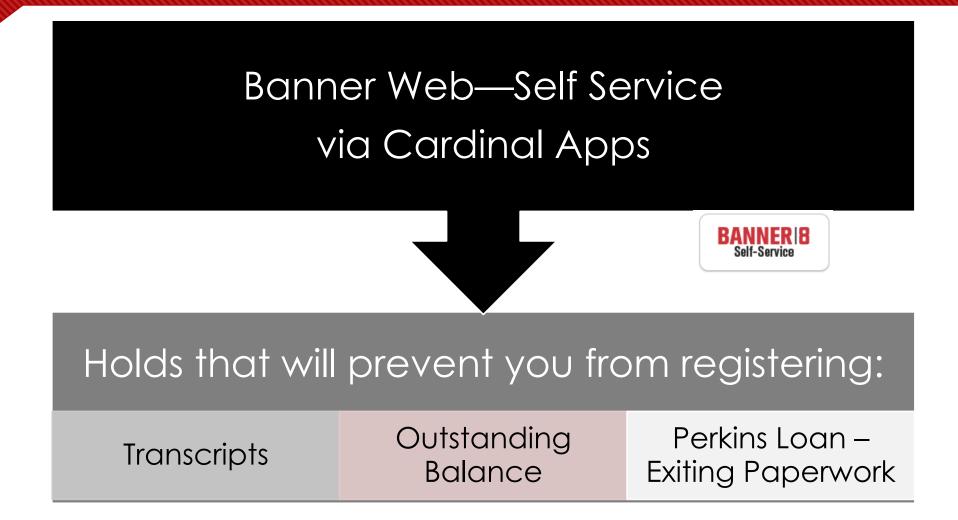
e sure to write down the following as the course subject, the course

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 8:45 am	Pract	ice Prac	tice Prac	tice Pra	ctice
9:00 – 10:15 am	ACCT 2301	Study	ACCT 2301	Study	Study
10:30 – 11:45 am	Lunch	ARTH 2361	Lunch	ARTH 2361	Study
12:00 – 1:15 pm	HIST 1321	Lunch	HIST 1321	Lunch	Study
1:30 – 2:45 pm	MIS 2321	BMGT 3340	MIS 2321	BMGT 3340	Study
3:00 – 4:15 pm	Study	Study	Study	Study	Study
4:30 – 5:45 pm	Study		Study		
6:00 – 7:15 pm		Rest/Ha	ve Fun/I	Dinner	
	9:00 – 10:15 am  10:30 – 11:45 am  12:00 – 1:15 pm  1:30 – 2:45 pm  3:00 – 4:15 pm	7:30 - 8:45 am	7:30 - 8:45 am	Practice Pra	Practice P

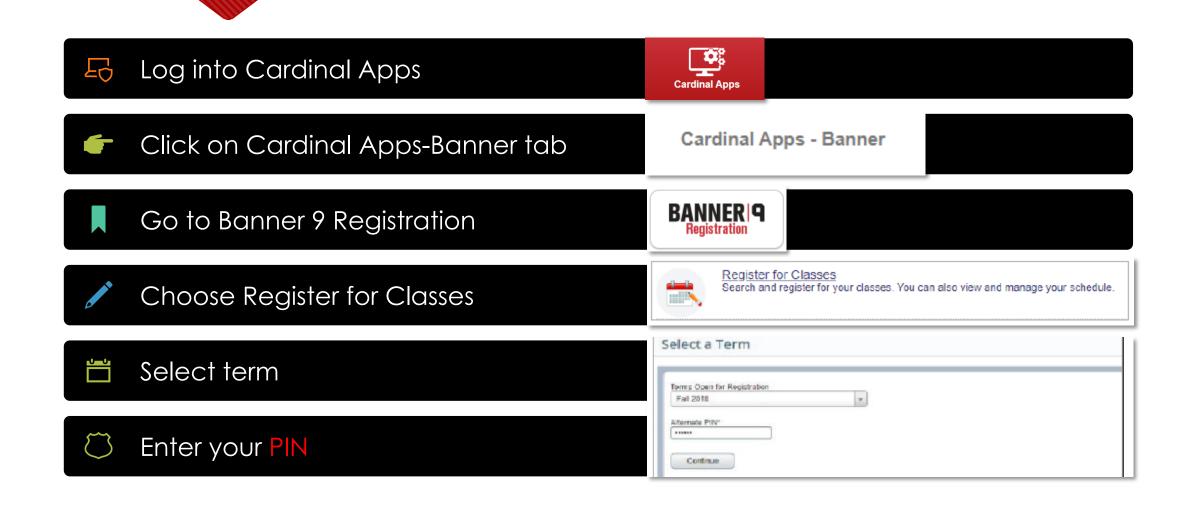
## Schedule Planner Tool

- Start by selecting top priority class(es)
- Select other required courses to fill in schedule
- Block out time to study
- Consider work schedule/practice schedule
- Be realistic about morning/evening restraints

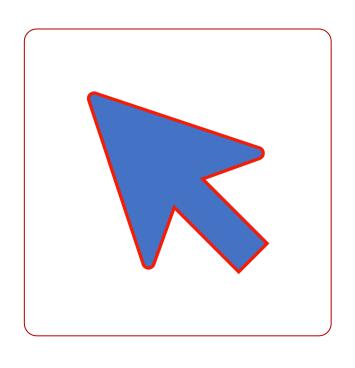
### **Check for Registration Holds**



## Online Registration (Steps)



### Online Registration (Steps Continued)



- O When looking up classes, use the **Advanced Search** filter.
- O Click in the **Subject box** to choose a subject, select **Main Campus** in the Campus box, then click Search
  - Or Enter the CRNs using the ENTER CRNs tab (if you have the CRNs noted)
- O Click the **Add** button on the right-hand column to add a class to your schedule
- O Click **Submit** on the bottom-right once you have finished adding all your classes. Note: Your registration is not finalized until you click submit.
- Once registration is complete, review your schedule to ensure it is correct.

## Registration Error Messages

Error Message	ror Message What does it mean?		What should you do?		
Campus Restriction	Section restricted to students from a specific campus		Look for an alternate section that is being offered on the main campus.     If you meet the criteria, submit an SPS Course Request for approval. Visit the University Advising Centers website for more information.      https://my.uiw.edu/advising/forms.html		
Class Restriction	Section restricted to specific student classifications (freshman, senior, etc.)		<ol> <li>Refer to the restriction details by clicking CRN and then View Catalog Entry.</li> <li>Choose an alternative section.</li> <li>Contact your academic advisor to discuss alternative courses.</li> <li>Contact the University Advising Center for additional assistance.</li> </ol>		
Closed Section	Section enrolled at capacity  Section enrolled at capacity, but space is available on the waitlist  Section enrolled at capacity and there is no more room on the waitlist  Section has a corequisite that must be added at the same time		<ol> <li>Choose an alternate section.</li> <li>Add yourself to the wait list, if available.</li> <li>Contact your academic advisor to discuss alternative courses.</li> </ol>		
Closed - Waitlist Available			Select "Wait Listed" from the action drop down menu and submit changes. Then check your Cardinal email regularly for an approval/denial message.		
Closed - Waitlist Full			Choose an alternate section.     Contact your academic advisor to discuss alternate courses.		
Core Q XXXX Required			<ol> <li>Add both CRN's to the 'Add Classes" worksheet and click submit.</li> <li>If you have already completed one of the corequisites, contact the University Advising Center for additional assistance.</li> </ol>		
Error Message	What	does it mean?	What should you do?		
Duplicate Course with Section	XXXX Section is a duplicate of	a course already on your sched	<ol> <li>Drop the section no longer wanted first, then add the new one.</li> <li>Contact the University Advising Center for additional assistance.</li> </ol>		
Major Restriction	Section restricted to stu Biology, etc.)	idents in a major (English, Psych	nology,  1. Choose an alternate section. 2. Contact the University Advising Center for additional assistance.		
Preseguisite & Test Score Fron	Section has a prerequisi	te course or minimum test scor	Access the online course catalog for details on required prerequisite course(s) to confirm you have completed the required e that course(s).		

is not indicated in your records

schedule

an online course

Section conflicts with another section already on your

An additional restriction has been placed on the section

Error message for International students trying to register for

1. Contact your academic advisor and discuss alternate courses.

2. Drop the conflicting section and resubmit the add.

3. To register for both conflicting courses, contact the

authorization from the Dean or Instructor.

academic department offering the courses to obtain

Submit the Online Course Enrollment Request Form to the

Contact the academic department offering the course to obtain

International Student & Scholar Services office for approval to take

1. Choose another section.

authorization.

the course online.

2. Contact the University Advising Center for additional assistance.

Prerequisite & Test Score Error

Time Conflict with XXXX

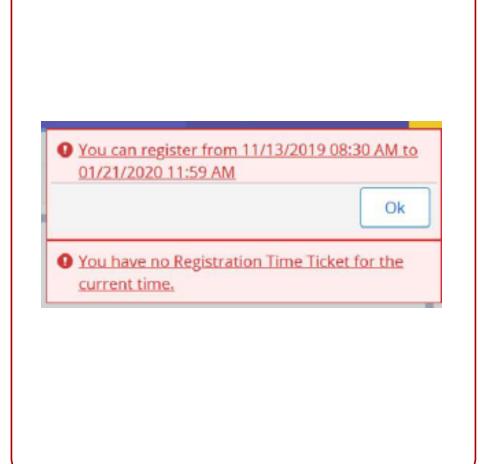
Instructor's Signature

Permission Required: Dean or

**Student Attribute Restriction** 

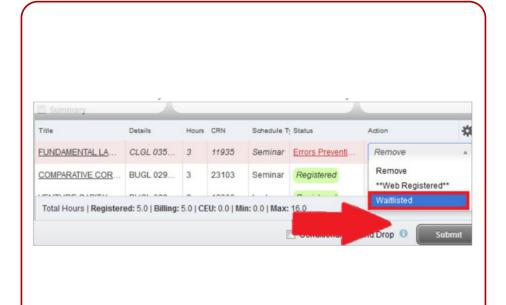
## System Errors

- If you get a system error while trying to register
  - Log out and close the browser that you are currently using
  - Try to use a different browser
- If you still get the error message take a screen shot of the error message and it email it to our office at <u>advising@uiwtx.edu</u> for troubleshooting
- Registration Ticket Error
  - It is not your priority registration time
  - If it is, take a screen shot of the error message and email our office at advising@uiwtx.edu for troubleshooting



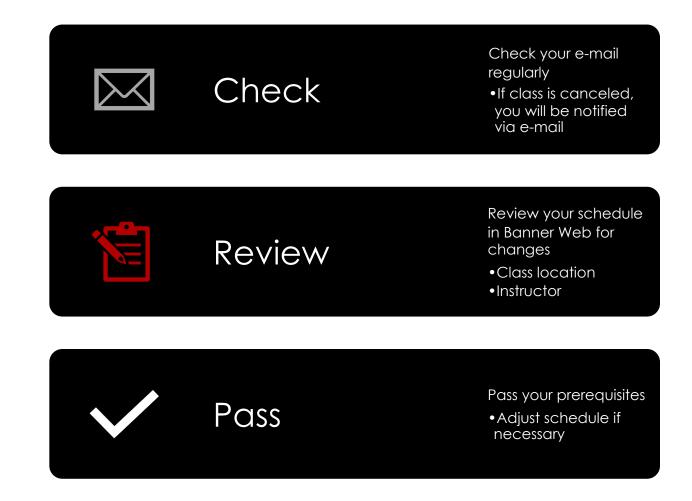
#### **Waitlist**

- If a class is closed <u>do not reach out to the instructor</u> to be added to the class (they can't), instead you should place yourself on the waitlist
  - Waitlist is available on a first-come/first-served basis
  - You cannot waitlist a class if you have: holds, incomplete prerequisites, or have already waitlisted yourself another section(same course)
- Adding your name to the waitlist does not register you for the class; you must register for the course through Banner 9, after receiving a notification email (Cardinal Email) from the Registrar's Office (Check emails 2x day).
- You have 24 hours from the time you are notified to register for the open seat. If you do not register, the seat is then offered to the next person in queue



Instructions guide

# After Registration



## Additional Requirements: Community Service

45 hours required for Graduation

Entered through UIW Give Pulse, (accessible through Cardinal Apps)

For more information, please contact the <a href="Ettling Center for Civic Leadership">Ettling Center for Civic Leadership and Sustainability</a>

#### Additional Requirements: Cardinal Career Readiness Program

#### Alicia Rubio, Ph.D.

Director, BBA Program

#### Contact

- alicia.rubio@uiwtx.edu
- (210) 930-8767
- · Office: GB 225 | Gorman Building

#### Research Foci

- · Minority household savings
- · Retirement planning
- Servant Leadership



Contact Dr. Rubio with questions or concerns. Click <u>Cardinal Career Readiness</u> for more information.

#### Watch a video about the program here:



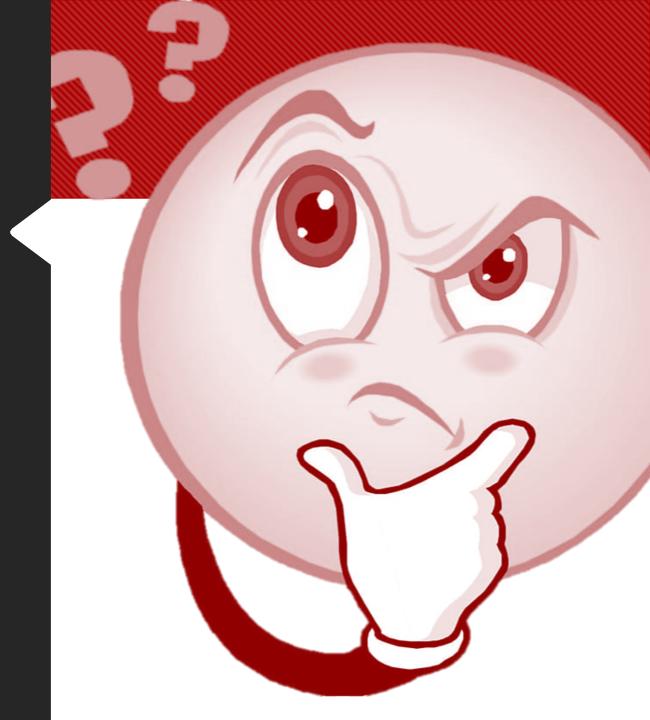
The Cardinal Career Readiness Program of the HEB School of Business & Administration (HEBSBA) is a points-based system that provides an organized path for students to develop career skills while completing their degree coursework. Through activities such as resume workshops, career fairs and organization meetings, students strengthen their skills, network and gain introduction to the business community. It also provides a clear plan for students to follow over the course of their four years in the undergraduate program. Participation in the program is required for all business students admitted in the Fall 2019 and onward.

## Thinking about dropping a class?

Review and discuss	Review and discuss class concerns and with Primary Advisor	
Receive	Receive approval from Primary Advisor (by email or electronic signature)	
Funding	Review how dropping a course will affect your supplemental funding resources (i.e.: Scholarship, Financial Aid, Military Benefits, International Student processing)	
Athletes	If you are an athlete, receive approval from your Athletic Advisor	
Documents	Keep all your documents in a safe place	

## Thinking about Changing Your Major?

- Questions to consider:
  - Are you doing well in your current major?
  - O Have your interests changed?
- Have you taken a career assessment with Career Services?
  - For career exploration, resume writing, mock interviews, etc.
    - Make an appointment!
      - O Phone: (210) 829-3931
      - O Email: careers@uiwtx.edu
      - O Via Handshake
- O Discuss with Primary Advisor during meeting
  - O Submit completed <u>Academic Change Form</u> to <u>advising@uiwtx.edu</u>



#### Taking Classes at Another Institution

#### <u>Planning on taking classes at another institution?</u>

- O Review possible courses with your advisor, as not all course credits will transfer towards to your degree plan.
- O Complete the "Request to Study at Another Institution" form for Register review and pre-approval of transfer credits pending classes are successfully complete
- O Apply to the institution where you wish to complete these courses, as a "transient student"
  - O Be prepared to submit proper documents, (i.e.: transcripts) to said institution
- O When official grades are posted be sure to send official transcripts back to UIW.

# Advising & Registration Dates

#### October 26-November 6

• Advising Period (e-Advising offered via email, phone, Zoom)

#### October 26

• Spring course schedule viewable through Banner Web

#### **Online Registration Dates**

- Student Athletes: November 6 at 8:30 a.m.
- Honors Students: November 9 at 8:30 a.m.
- Seniors: November 10 at 8:30 a.m.
- Juniors: November 10 at 1:30 p.m.
- Sophomores: November 11 at 8:30 a.m.
- Freshmen: November 11 at 1:30 p.m.

#### December 4

• Last day to drop a class or withdraw for semester with a "W"



## Additional Resource Links

- Academic Advising Center
- Advising Center Forms
- O Athletics
- Business Office
- O Cardinal Career Readiness
- O Career Services
- O Ettling Center
- Financial Aid
- <u>First Year Engagement</u>
- International Student and Scholar Services
- Registrar's Office
- Residence Life
- Student Disability Services
- Testing Services
- O TRIC
- Tutoring Services
- UIW Director
- O Veteran Affairs
- Writing and Learning Center