

HEB School of Business & Administration

Advising Guide:

Preparing for Fall 2020





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

- Update Personal Contact Information
- 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

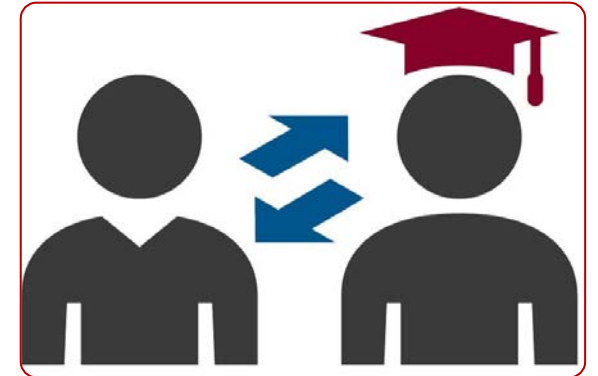
Correct Contact Information Needed

- Make sure your current contact information (telephone & address) is correct.
- Double check your information on UIW Emergency Alerts (RAVE)
- Instructions: https://my.uiw.edu/business-office/_docs/b9pis.pdf



Assigned Primary Advisor

- Log onto Cardinal Apps
- Click the Cardinal Apps - Banner tab
- 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.
- Your advisor's name can be found next to the Primary Advisor field
- To find your advisor's contact information, use the UIW Directory





- ZOOM advising appointments should be treated with the same professionalism as an in person advising appointment.
- Dress as if you are meeting your advisor in person. (Full clothing is required.)
- During your appointment, do not leave the camera window or walk around. You should remain engaged throughout the online advising session.
- Refrain from participating in outside conversations, as they distract from the appointment and can violate FERPA guidelines.
 - **FERPA** 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.
 - If you would like to grant another individual access to the appointment, please complete and submit a "**Student Proxy Access Form**"
- Failure to adhere to the ZOOM guidelines listed above may result in termination of the advising session
- For IT questions/concerns, please contact the IT Helpdesk at helpdesk@uiwtx.edu or by phone at (210) 829-2721
- Information & tutorials about ZOOM can be found here:



Zoom/Virtual Etiquette

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



UIW UNIVERSITY OF THE INCARNATE WORD

Back to BannerWeb Portal FAQ Help

Find Student ID: W01234567 Name: Business Degree: BBA Major: Business Administration Level: UG Student Class Level: Junior Last Audit: 02/06/2020 Last Refresh: 03/26/2020 at 10:14 pm

Worksheets Plans Notes GPA Calc

Worksheets Format: Student View View Save as PDF Process New Class History

What If Look Ahead

Academic Degree Audit

Student View A000836F as of 02/06/2020 at 23:35

Student	Business Card	College	Sch of Business/Apl Arts Sci
ID	W01234567	Level	Undergraduate
Classification	Junior	Degree	Bachelor of Business Admin
Advisor		Major	Business Administration
Overall GPA	2.24	Concentration	General Business
Academic Standing		Minor	
Hold			

Requirements: 68% Degree Progress

The degree requirements bar is an estimate based on the requirements listed below; it neither guarantees nor serves as official notification of degree completion. Contact your advisor for more information.

NOTE: Degree Works Academic Audits are available for only the more recent undergraduate and graduate catalogs, and not for UIW professional schools. If your audit returns an error, please contact your advisor.

Degree in Bachelor of Business Administration

<input type="checkbox"/> Minimum 120 Total Credit Hours Required	Still Needed: 120 credit hours are required. You currently have 81 credit hours.
<input type="checkbox"/> Minimum 36 upper-division credit hours required	Still Needed: 36 upper-division credit hours are required. You currently have 25.
<input checked="" type="checkbox"/> Minimum credits taken at the University of the Incarnate Word	
<input checked="" type="checkbox"/> 36 of the last 45 credit hours must be taken at UIW.	
<input checked="" type="checkbox"/> You meet the minimum cumulative 2.0 GPA requirement.	
<input type="checkbox"/> Main Campus Core Curriculum Requirements	Still Needed: See Core Curriculum section
<input type="checkbox"/> Community Service Requirement	Still Needed: See Community Service Requirement section
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Business Administration, BBA section

Core Curriculum

<input type="checkbox"/> Minimum 43 General Education Core Credit Hours Required	Still Needed: 43 credit hours are required. You currently have 25.
<input checked="" type="checkbox"/> English Composition I (grade of C or better)	ENGL 1311L Composition I
<input checked="" type="checkbox"/> English Composition II (grade of C or better)	ENGL 1312 Composition II
<input type="checkbox"/> World Literature	Still Needed: 1 Class in ENGL 2310* or 3310H* or @ @ with A
<input type="checkbox"/> Fine Arts	Still Needed: 3 Credits in ARTH 1000:4999 or ARTS 1000:4999

- Classes Completed



- Classes In-Progress



- Classes Needed



Degree Works

Worksheets		Plans	Notes	GPA Calc		
Worksheets	Format:	Student View	View	Save as PDF	Process New	Class History
What If						
Look Ahead						
<input type="checkbox"/> Minor Requirements		Still Needed: See Minor in Marketing section				
Core Curriculum				Credits Required: 43	Credits Applied: 31	
<input type="checkbox"/> Minimum 43 General Education Core Credit Hours Required		Still Needed: 43 credit hours are required. You currently have 31, you still need a minimum of 12 more credit hours and successful completion of all graduation requirements.				
<input checked="" type="checkbox"/> English Composition I (grade of C or better)	ENGL 1311L	Composition I	A	3	Fall 2015	
<input checked="" type="checkbox"/> English Composition II (grade of C or better)	ENGL 1312	Composition II	A-	3	Spring 2016	
<input type="checkbox"/> World Literature		Still Needed: 1 Class in ENGL 2310* or @ @ with Attribute LITR				
<input checked="" type="checkbox"/> Fine Arts	THAR 1320	Acting in Everyday Life	REG	(3)	Spring 2017	
<input checked="" type="checkbox"/> Introduction to Philosophy	PHIL 1381	Introduction to Philosophy	B	3	Fall 2015	
<input checked="" type="checkbox"/> Religious Studies	RELS 1305	Intro to Theology and Ethics	B	3	Spring 2016	
<input type="checkbox"/> Advanced Philosophy or Religious Studies		Still Needed: 1 Class in PHIL 3000:4999 or RELS 3000:4999 or @ 3000:4999 with Attribute PHILwith Attribute RELG <u>Except</u> PHIL 3000:4999 with Attribute NOAD				
<input checked="" type="checkbox"/> History	HIST 1311	World History I	A	3	Fall 2016	
<input checked="" type="checkbox"/> Principles of Macroeconomics (grade of C or better)	ECON 2301	Principles of Macroeconomics	A	3	Fall 2015	
<input checked="" type="checkbox"/> NATURAL SCIENCES						
<input checked="" type="checkbox"/> Natural Sciences	GEOL 1415	Astronomy	B+	4	Fall 2015	
<input checked="" type="checkbox"/> College Algebra (grade of C or better)	MATH 1304	College Algebra	C	3	Fall 2016	
<input type="checkbox"/> Foreign Language (courses must be taken in same discipline)		Still Needed: 2 Classes in ARAB 1311 or 1312* or 2311* or 2312* or CHIN 1311 or 1312* or 2311* or 2312* or EDUC 2301 or 2302* or FREN 1311 or 1312* or 2311* or 2312* or GERM 1311 or 1312* or 2311* or 2312* or HEBR 1311 or 1312* or HIND 1311 or 1312* or IT 1311 or 1312* or 2311* or 2312* or JAPN 1311 or 1312* or 2311* or 2312* or SPAN 1311 or 1312* or 2311* or 2312* or @ @ with Attribute LANG				
<input checked="" type="checkbox"/> Dimensions of Wellness	DWHP 1200	Dimensions of Wellness	A	2	Fall 2016	
<input checked="" type="checkbox"/> Physical Education Activity	PEHP 1132	Swimming for Fitness	A	1	Fall 2016	

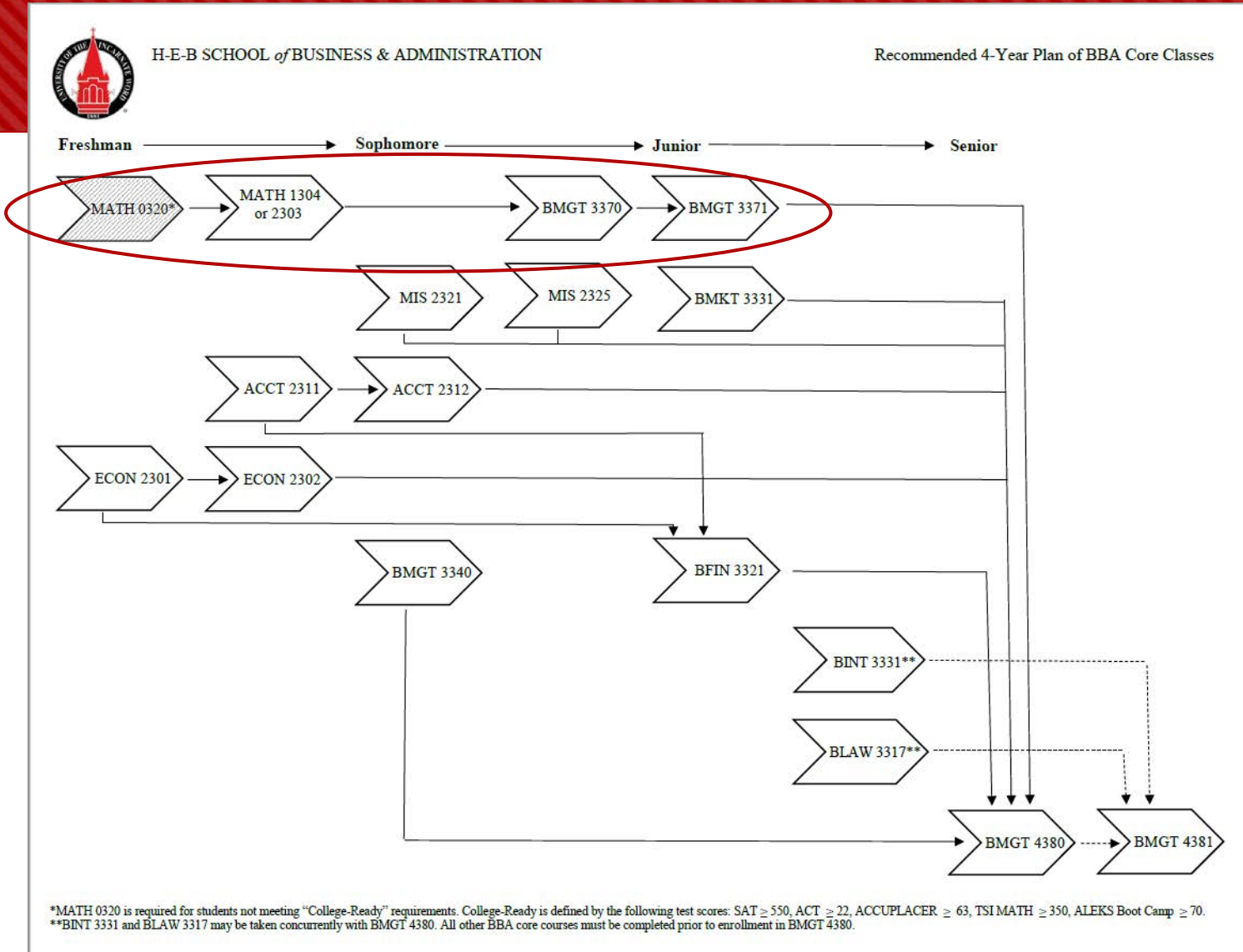
University Core

Business Core

- 45-hour BBA core required for all BBA students provides students with 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)

Worksheets Plans Notes GPA Calc						
Worksheets > Format: Student View [View] [Save as PDF] [Process New] Class History						
What If						
Look Ahead						
<input checked="" type="checkbox"/> Major in Business Administration, BBA					Credits Required: 66	Credits Applied: 54
<input checked="" type="checkbox"/> Minimum 12 upper-division credit hours required at UIW						
<input type="checkbox"/> Minimum 66 Major Credit Hours Required					Still Needed: 66 credit hours are required. You currently have 54, you still need a minimum of 12 more credit hours and successful completion of all graduation requirements.	
A grade of C or better is required for all courses taken within the major and concentration.						
<input checked="" type="checkbox"/>	Principles of Accounting I	ACCT 2311	Principles of Accounting I	A	3	Spring 2015
<input checked="" type="checkbox"/>	Principles of Accounting II	ACCT 2312	Principles of Accounting II	A	3	Fall 2015
<input checked="" type="checkbox"/>	Principles of Macroeconomics (satisfies Core)	ECON 2301	Principles of Macroeconomics	B+	3	Spring 2015
<input checked="" type="checkbox"/>	Principles of Microeconomics	ECON 2302	Principles of Microeconomics	B+	3	Fall 2015
<input checked="" type="checkbox"/>	Introduction to Information Systems	MIS 2321	Introd Information Systems	A	3	Spring 2014
<input checked="" type="checkbox"/>	Personal Productivity Applications	MIS 2325	Information Mgmt Application	A-	3	Spring 2016
<input checked="" type="checkbox"/>	Business Statistics	BMGT 3370	Business Statistics	REG	(3)	Spring 2017
<input type="checkbox"/>	Management Science	Still Needed: 1 Class in BMGT 3371*				
<input checked="" type="checkbox"/>	International Business Management	BINT 3331	International Business Mgmt	A	3	Spring 2015
<input checked="" type="checkbox"/>	Business Law	BLAW 3317	Business Law	B+	3	Summer 2014
<input checked="" type="checkbox"/>	Principles of Marketing	BMKT 3331	Principles of Marketing	B+	3	Fall 2015
<input checked="" type="checkbox"/>	Management Theory and Practice	BMGT 3340	Management Theory and Practice	B	3	Spring 2016
<input checked="" type="checkbox"/>	Principles of Financial Management	BFIN 3321	Principles of Financial Mgmt	REG	(3)	Spring 2017
<input type="checkbox"/>	Integrative Business Analysis and Decision Making I	Still Needed: 1 Class in BMGT 4380*				
<input type="checkbox"/>	Integrative Business Analysis and Decision Making II	Still Needed: 1 Class in BMGT 4381*				

Business Core Curriculum



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 (on hold for now)

General Electives

After Registration

Check

Check your e-mail regularly

- If class is canceled, they will notify you via e-mail
- Advisors will be emailing you with other important information



Review

Review your schedule in Banner Web for changes

(will not be sent via email)

- Class location
- Instructor

Additional Requirements: Community Service

45 hours required for Graduation

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

For more information, please
contact the [Ettling Center for
Civic Leadership and Sustainability](#)

Additional Requirements: Cardinal Career Readiness Program

The Cardinal Career Readiness Program of the H-E-B School of Business & Administration (HEBSBA) provides an organized path for students to develop career skills while completing their degree coursework. The program is based on a point system.

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.

Learn more about the Cardinal Career Readiness program online here:

<https://www.uiw.edu/hebsba/students/career-ready/index.html>

Watch a video about the program here:

<https://youtu.be/qjaSHUS5UK4>

Contact Dr. Alicia Rubio with questions or concerns.
alicia.rubio@uiwtx.edu | (210) 930-8767

Thinking about Changing Your Major?

- Questions to consider before talking to your advisor:
 - Have your interests changed?
 - Have you reviewed the programs?
 - Have you reached out to professors?
 - Have you taken a career assessment with Career Services?
 - Make an appointment for more information:
 - Phone: (210) 829-3931
 - Email: careers@uiwtx.edu





Have a great semester, Cardinal!