Advising Guide:
Preparing for Online Registration Summer and Fall 2020

Topics Covered

(Read through to prepare for Advising & Registration)

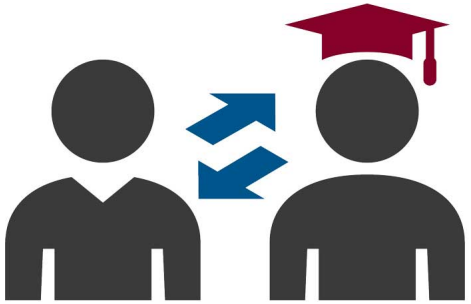
- Update Personal Contact Information
- Determine who your Advisor is
- Set-up Advising Appointment
- Prepare to meet your Advisor
- Degree Plan in Degree Works
- Know Your Degree Plan
- Look Up Classes in Banner 9
- Using the Schedule Planner
- Check holds on Banner Web
- Online registration through Banner 9
- Registration Errors
- Waitlist
- After Registration
- Additional Requirements
- Registration Days and Times
- Additional Resources

Correct Contact Information Needed

- Make sure your current contact information (telephone & address) is correct. BANNER 9 My Profile
- Double check your information on UIW Emergency Alerts (RAVE) RAVE MOBILE SAFETY
- Instructions: https://my.uiw.edu/business-office/_docs/b9pis.pdf

Assigned Primary Advisor

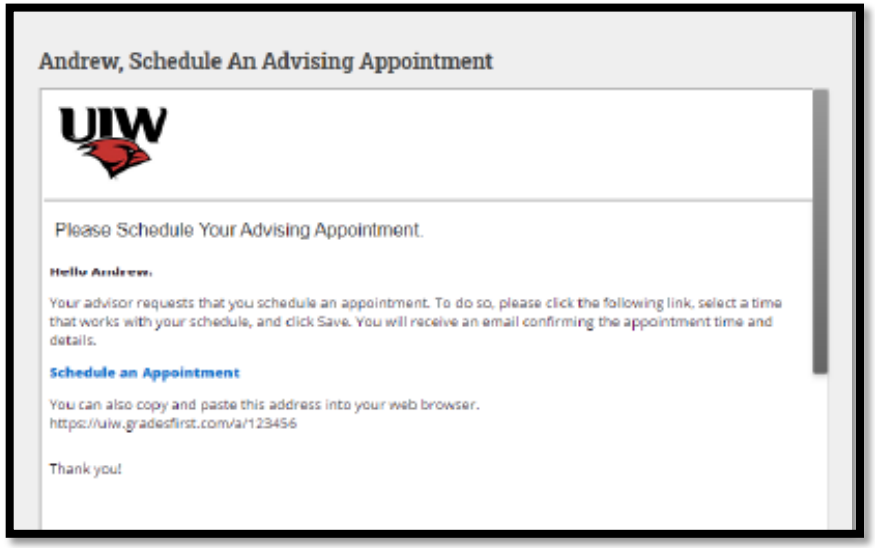
- Log onto Cardinal Apps
- Click the Cardinal Apps - Banner tab
- Then click the Banner 8 Self Service icon
- Select Student Services tab
- Select Student Records.
- Select the current term (Spring 2020) and click Submit.
- Select Student Information.
- Your advisor's name can be found next to the Primary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



Advising Appointment

Advising Period:
March 30-April 9

Appointment links will be sent to Cardinal Email.



Andrew, Schedule An Advising Appointment

UIW

Please Schedule Your Advising Appointment.

Hello Andrew,

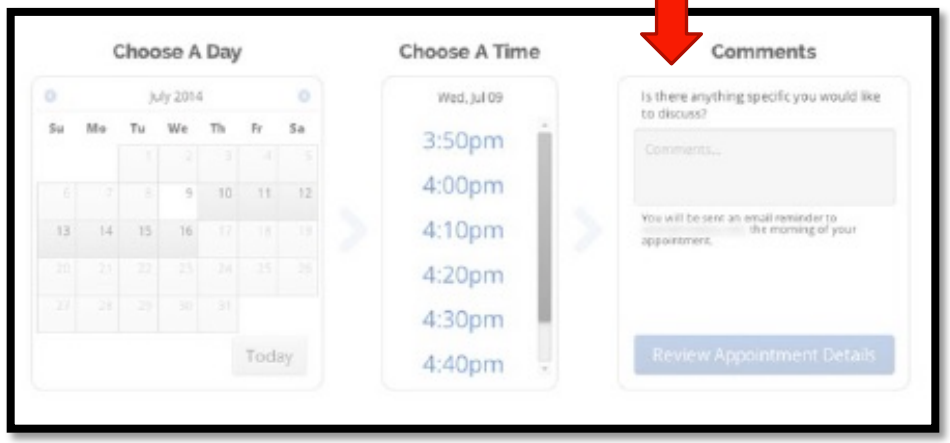
Your advisor requests that you schedule an appointment. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

Schedule an Appointment

You can also copy and paste this address into your web browser.
https://uiw.gradesfirst.com/a/123456

Thank you!

IMPORTANT!: Inform your advisor of your appointment preference in the "comments" box. Be sure to also include a valid phone number.



Prepare to Meet Your Advisor

- Check your Cardinal e-mail every day for messages from your Advisor
- Review your degree requirements in Degree Works (accessible through Cardinal Apps)
- Schedule an appointment with your advisor (Appointment links will be sent to Cardinal email)
- 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/concerns

Web/Phone/Email Etiquette

Preparing for the meeting

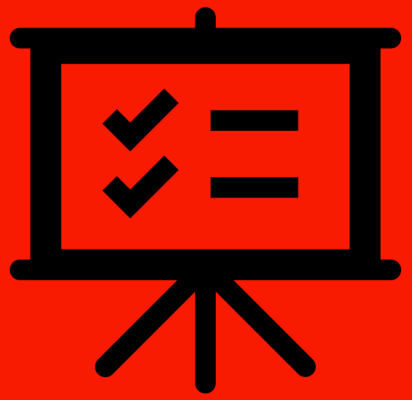
- Have documents, notes, available for discussion
- Make sure to have a reliable internet/phone connection
  - Visit UIW Helpdesk for available resources: https://my.uiw.edu/ird/students/index.html
- Sign-in to Cardinal Apps
- Have your University ID available and be ready to confirm
- Ensure all e-mails/phone conversations are done in a professional manner.
- Introduce yourself, speak clearly, actively listen and take notes
- Please check your emails daily for communication. This is essential!

Zoom/Virtual Etiquette

- 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:

Appointment topics

- Discuss current semester classes and goals
  - Early Alert Grades/Drops/Grade Updates
- Ask if you are "on track" and for a graduation projection
- Review courses remaining & plan for the upcoming semester(s)
- Ask about pre-requisites, course rotations, grade requirements for major/concentration classes
- Ask where advising notes are added
- Request your alternate PIN number for registration
  - Keep safe and do not lose you PIN!



Taking Classes at Another College/University

Planning on taking classes at another institution?

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

Alamo Colleges Transfer Guides:
https://my.uiw.edu/registrar/transfer-guides.html

Degree Works

Electronic Degree Audit

Available through Cardinal Apps

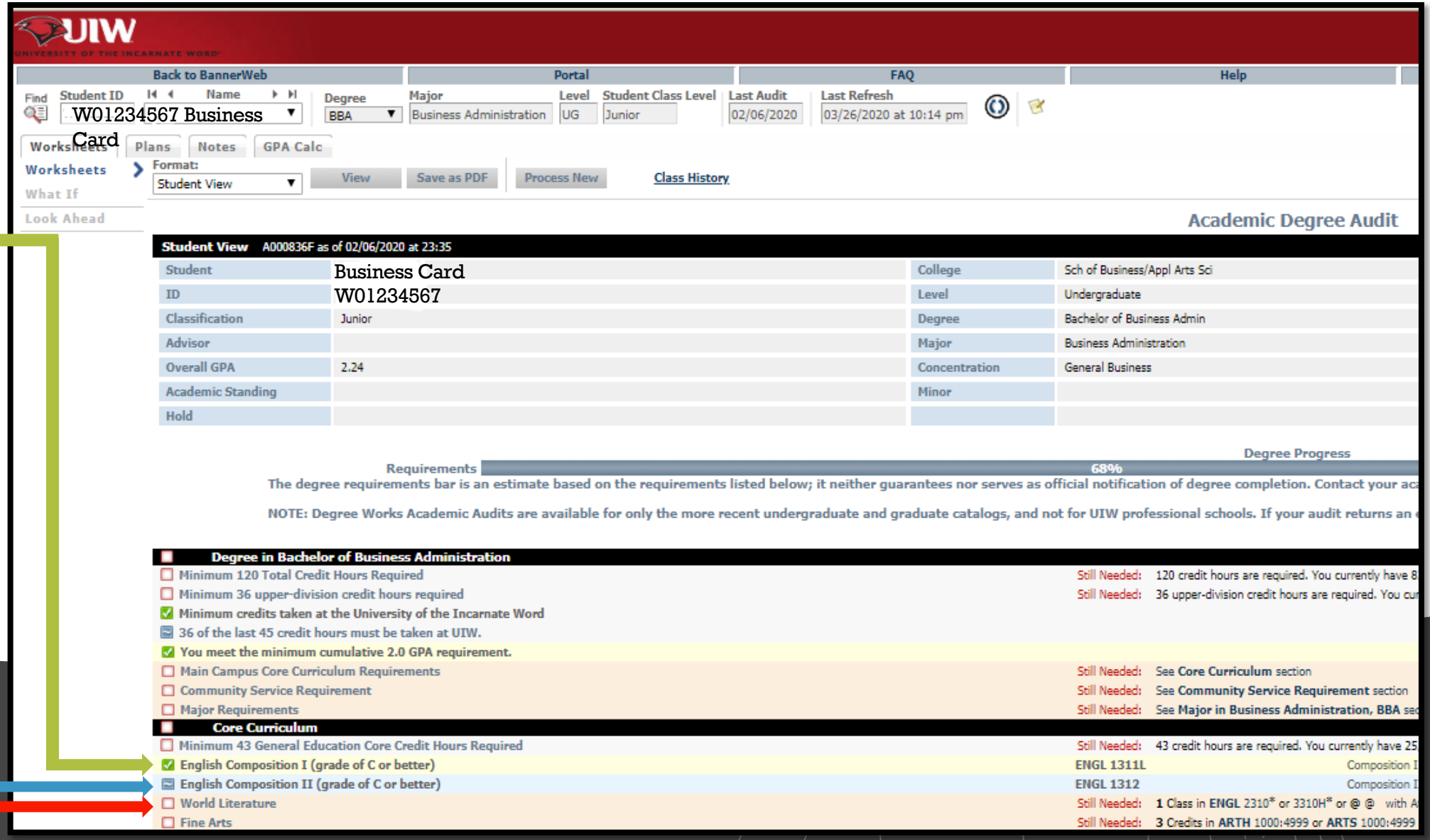
DEGREE WORKS

Hyperlinks for classes with course descriptions, prerequisites & rotations

Helps you stay on track

Degree Works Class Icons:

- Classes Completed
- Classes In-Progress
- Classes Needed



Degree Works

Know your Degree Plan

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

Worksheets | Plans | Notes | GPA Calc

Worksheets
What If
Look Ahead

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

Minor Requirements	Still Needed:	See **Minor in Marketing** section				
Core Curriculum					**Credits Required:** 43	**Credits Applied:** 31
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.				
English Composition I (grade of C or better)	ENGL 1311L	Composition I	A	3	Fall 2015	
English Composition II (grade of C or better)	ENGL 1312	Composition II	A-	3	Spring 2016	
World Literature	Still Needed:	**1** Class in **ENGL** 2310* or @ @ with Attribute LITR				
Fine Arts	THAR 1320	Acting in Everyday Life	REG	(3)	Spring 2017	
Introduction to Philosophy	PHIL 1381	Introduction to Philosophy	B	3	Fall 2015	
Religious Studies	RELS 1305	Intro to Theology and Ethics	B	3	Spring 2016	
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 Except **PHIL** 3000:4999 with Attribute NOAD				
History	HIST 1311	World History I	A	3	Fall 2016	
Principles of Macroeconomics (grade of C or better)	ECON 2301	Principles of Macroeconomics	A	3	Fall 2015	
NATURAL SCIENCES						
Natural Sciences	GEOL 1415	Astronomy	B+	4	Fall 2015	
College Algebra (grade of C or better)	MATH 1304	College Algebra	C	3	Fall 2016	
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				
Dimensions of Wellness	DWHP 1200	Dimensions of Wellness	A	2	Fall 2016	
Physical Education Activity	PEHP 1132	Swimming for Fitness	A	1	Fall 2016	

University Core

Worksheets | Plans | Notes | GPA Calc

Worksheets
What If
Look Ahead

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

Major in Business Administration, BBA — Credits Required: 66 — Credits Applied: 54

Minimum 12 upper-division credit hours required at UIW

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.

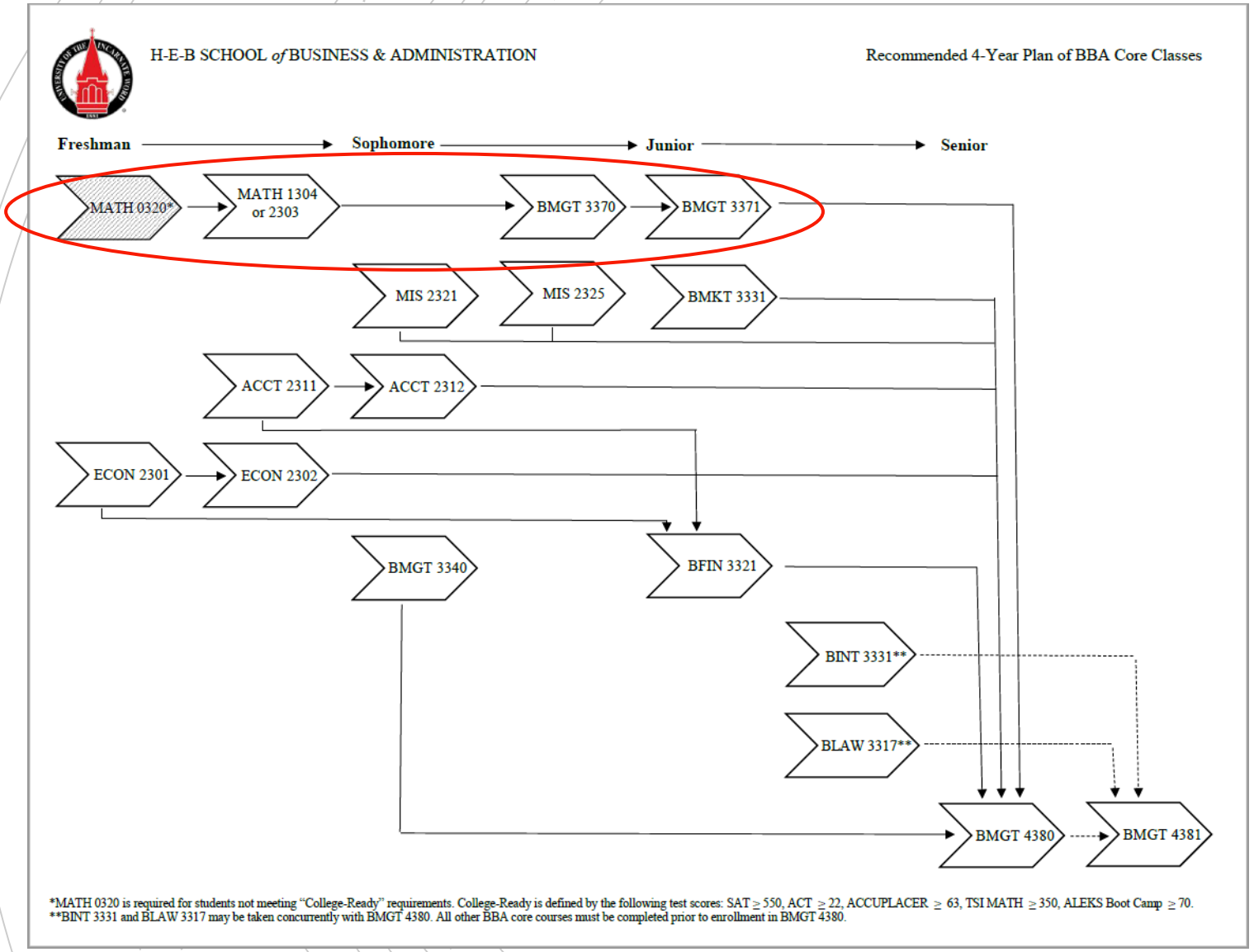
A grade of C or better is required for all courses taken within the major and concentration.

Principles of Accounting I	ACCT 2311	Principles of Accounting I	A	3	Spring 2015
Principles of Accounting II	ACCT 2312	Principles of Accounting II	A	3	Fall 2015
Principles of Macroeconomics (satisfies Core)	ECON 2301	Principles of Macroeconomics	B+	3	Spring 2015
Principles of Microeconomics	ECON 2302	Principles of Microeconomics	B+	3	Fall 2015
Introduction to Information Systems	MIS 2321	Introd Information Systems	A	3	Spring 2014
Personal Productivity Applications	MIS 2325	Information Mgmt Application	A-	3	Spring 2016
Business Statistics	BMGT 3370	Business Statistics	REG	(3)	Spring 2017
Management Science	Still Needed:	1 Class in BMGT 3371*			
International Business Management	BINT 3331	International Business Mgmnt	A	3	Spring 2015
Business Law	BLAW 3317	Business Law	B+	3	Summer 2014
Principles of Marketing	BMKT 3331	Principles of Marketing	B+	3	Fall 2015
Management Theory and Practice	BMGT 3340	Management Theory and Practice	B	3	Spring 2016
Principles of Financial Management	BFIN 3321	Principles of Financial Mgmt	REG	(3)	Spring 2017
Integrative Business Analysis and Decision Making I	Still Needed:	1 Class in BMGT 4380*			
Integrative Business Analysis and Decision Making II	Still Needed:	1 Class in BMGT 4381*			

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)

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

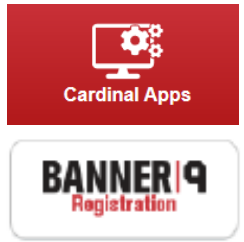
Courses can be selected as:

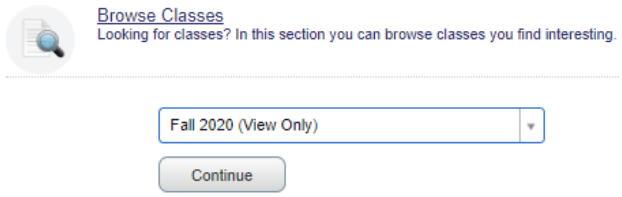
- Professional Development
- Second Concentration
- Minor Courses
- Courses of general interest—Have fun!
- Courses that work with your schedule
- Study abroad options (on hold for now)

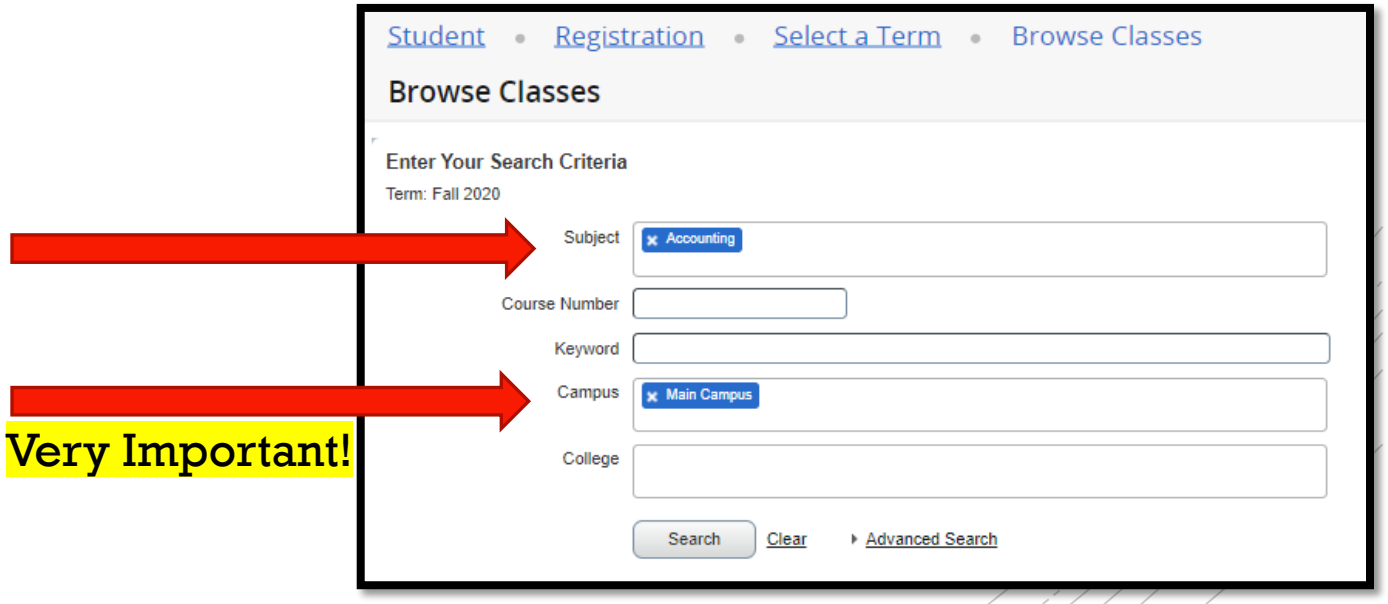
General Electives

Looking Up Classes

- Log into Cardinal Apps
- Click on Banner 9
- Choose Browse Classes
- Select term
- Enter Subject (ie: Accounting)
- Enter "Main Campus"







Very Important!

Choosing Classes

Find a Balance

- UIW Core, Business Core, and General Electives
  - 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

Schedule Planner Tool

Make note of class day(s)

Make note of class time(s)

UIW Schedule Planner

Note: When using this schedule plan sure to write down the following as you are selecting classes: the course the course subject, the course number and the course section numb

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 8:45 am	Practice	Practice	Practice	Practice	Practice
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/Have Fun/Dinner			

- 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

Registration Holds

Can be found on
Banner Web—Self Service
via Cardinal Apps

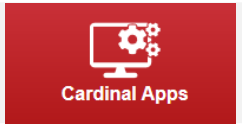
BANNER 8 Self-Service

Holds that will prevent you from registering:

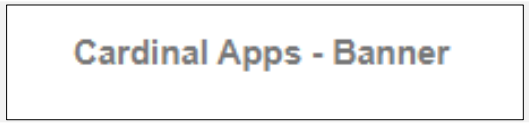
Transcripts	Outstanding Balance	Perkins Loan – Exiting Paperwork

Online Registration

Log into Cardinal Apps

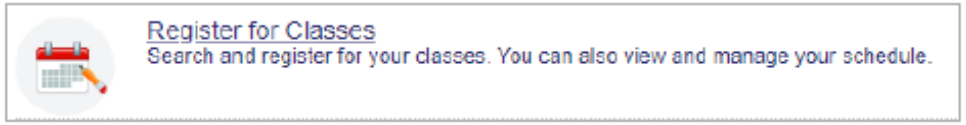


Click on Cardinal Apps-Banner tab



Go to Banner 9 Registration

Choose Register for Classes



Select term

Enter your PIN

Online Registration (continued)

- When looking up classes, use the **Advanced Search** filter.
- 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)
- Click the **Add** button on the right-hand column to add a class to your schedule
- Click **Submit** on the bottom-right once you have finished adding all your classes. <u>Note: Your registration is not finalized until you click submit.</u>
- Once registration is complete, review your schedule to ensure it is correct.

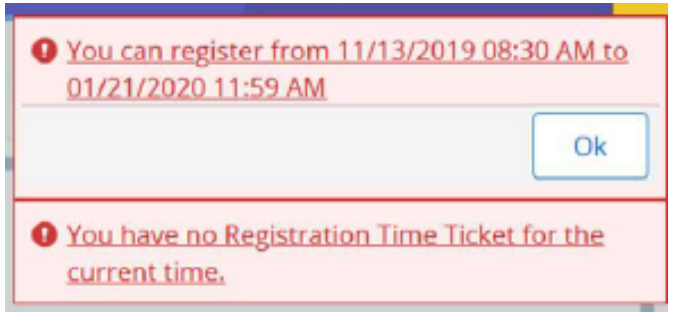
Registration Error Messages

Error Message	What does it mean?	What should you do?
Campus Restriction	Section restricted to students from a specific campus	1. Look for an alternate section that is being offered on the main campus. 2. If you meet the criteria, submit an **SPS Course Request** for approval. Visit the University Advising Centers website at https://my.uiw.edu/advising/forms.html for more information.
Class Restriction	Section restricted to specific student classifications (freshman, senior, etc.)	Refer to the restriction details by clicking CRN and then View Catalog Entry. 1. Choose an alternative section. 2. Contact your academic advisor to discuss alternative courses. 3. Contact the University Advising Center for additional assistance.
Closed Section	Section enrolled at capacity	1. Choose an alternate section. 2. Add yourself to the wait list, if available. 3. Contact your academic advisor to discuss alternative courses.
Closed - Waitlist Available	Section enrolled at capacity, but space is available on the waitlist	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	Section enrolled at capacity and there is no more room on the waitlist	1. Choose an alternate section. 2. Contact your academic advisor to discuss alternate courses.
Core Q XXXX Required	Section has a corequisite that must be added at the same time	1. Add both CRN's to the 'Add Classes" worksheet and click submit. 2. If you have already completed one of the corequisites, contact the University Advising Center for additional assistance.

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 schedule	1. Drop the section no longer wanted first, then add the new one. 2. Contact the University Advising Center for additional assistance.
Major Restriction	Section restricted to students in a major (English, Psychology, Biology, etc.)	1. Choose an alternate section. 2. Contact the University Advising Center for additional assistance.
Prerequisite & Test Score Error	Section has a prerequisite course or minimum test score that is not indicated in your records	Access the online course catalog for details on required prerequisite course(s) to confirm you have completed the required course(s). 1. Contact your academic advisor and discuss alternate courses. 2. Contact the University Advising Center for additional assistance.
Time Conflict with XXXX	Section conflicts with another section already on your schedule	1. Choose another section. 2. Drop the conflicting section and resubmit the add. 3. To register for both conflicting courses, contact the academic department offering the courses to obtain authorization.
Permission Required: Dean or Instructor's Signature	An additional restriction has been placed on the section	Contact the academic department offering the course to obtain authorization from the Dean or Instructor.
Student Attribute Restriction	Error message for International students trying to register for an online course	Submit the Online Course Enrollment Request Form to the International Student & Scholar Services office for approval to take the course online.

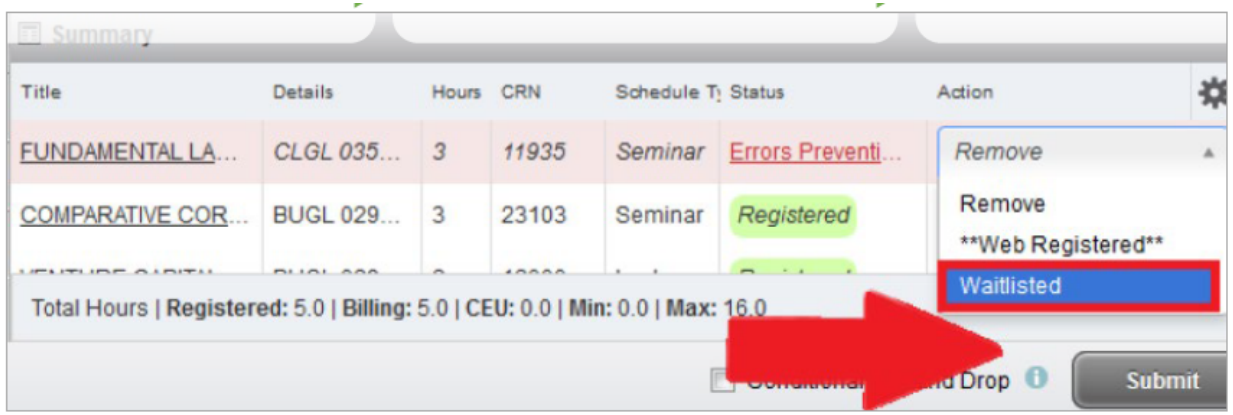
System Errors

- 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 advising@uiwtx.edu so that we can assist with trouble shooting
- 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 so that we can assist with troubleshooting



Waitlist

- If a class is closed do not reach out to the instructor 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

Check

Check your e-mail regularly

- If class is canceled, they will notify you via e-mail

Review

Review your schedule in Banner Web for changes (will not be sent via email)

- Class location
- Instructor

Pass

Pass your pre-requisites

- Adjust schedule if necessary

Additional Requirements: Community Service

45 hours required for Graduation

Entered through UIW Engage, (accessible through Cardinal Apps)

For more information, please contact the Ettling Center for Civic Leadership and Sustainability

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

Academic Background +

Cardinal Career Readiness Program

A program required for BBA students admitted in *Fall 2019 and after*.

Contact Dr. Rubio with questions/concerns: (210) 930-8767; alicia.rubio@uiwtx.edu

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

For this Semester: Thinking about Changing Your Major?

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

For This Semester: Thinking about dropping a class?

- Review and discuss class concerns and with Primary Advisor
- If dropping, receive approval from Primary Advisor (by email or electronic signature)
- Review how dropping a course will affect your scholarship &/or financial aid with the Office of Financial Assistance
- If you are an athlete, receive approval from your Athletic Advisor
- If you are a Veteran using VA benefits, receive approval from the Office of Veteran Affairs
- Keep all your documents in a safe place

Advising & Registration Dates

March 30-April 9

- **Advising Period** (appointment link sent via Cardinal email)

March 16

- Summer/Fall course schedules viewable through Banner Web

April 9-April 16

- Registration as shown below
- Seniors: April 15 at 8:30 am
- Juniors: April 15 at 1:30 pm
- Sophomores: April 16 at 8:30 am
- Freshmen: April 16 at 1:30 pm

May 1

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

Additional Resource Links

- Advising Center Forms
- UIW Directory
- Veteran Affairs
- International Student and Scholar Services
- Athletics
- Residence Life
- Registrar's Office
- Business Office
- Financial Aid
- Ettling Center