

CBE FACULTY ADVISING HANDBOOK 2016-17



Revised October 2016 by CBE Student Academic and Career Services

CONTENTS

ADVISING ROLES AND RESPONSIBILITIES.....	3
ACADEMIC ADVISING: THE FOUR YEAR PLAN.....	5
SOPHOMORE YEAR - ENGAGEMENT.....	6
JUNIOR YEAR - FOCUS.....	7
SENIOR YEAR - COMMENCEMENT.....	8
THE ADVISING PROCESS.....	9
ADVISING THE PBUA OR PEBU STUDENT ON COURSE SELECTION GIVEN THE STATUS OF THEIR APPLICATION TO THE MAJOR.....	13
COURSE PREREQUISITES.....	14
GUIDE TO ACADEMIC REQUIREMENTS.....	15
WHO IS RESPONSIBLE FOR WHAT IN ADVISING?.....	23
ADMISSION TO CBE SCREENED MAJORS.....	24
ACCOUNTING MAJOR.....	24
BUSINESS ADMINISTRATION.....	25
E-BUSINESS MAJORS.....	26
FREQUENTLY ASKED ADVISING QUESTIONS.....	28
CATALOG YEAR (a.k.a. Requirement term).....	28
TERMS USED FOR GRADE POINT AVERAGE.....	29
TRANSFERRING COURSE WORK TO TOWSON.....	29
PETITION FOR ACCEPTANCE OF TRANSFER UNITS FOR MAJOR/ MINOR.....	31
TAKING COURSES ELSEWHERE WHILE ENROLLED AT TOWSON.....	31
CHANGING A MAJOR OR CONCENTRATION/TRACK.....	32
COMPUTER PROFICIENCY EXAMINATION (CPE).....	32
IMPACT OF FINANCIAL AID ON ACADEMIC ADVISING.....	33
WHO'S WHO IN THE COLLEGE OF BUSINESS AND ECONOMICS?.....	35

The College of Business and Economics has created this advising handbook to address the specifics of advising for the programs we offer. The university has its own advising handbook that is more comprehensive in nature. It includes topics such as how to advise special populations – Honors College students, athletes, students on academic probation, international students. It also provides a listing of student support services and a directory of various offices and programs on campus. You can access the Towson University Advising Handbook at <https://www.towson.edu/academicadvising/documents/academic-advising-handbook-2013-2014.pdf>.

ADVISING ROLES AND RESPONSIBILITIES

Faculty Responsibilities

As a faculty member, you are responsible for teaching, scholarship, and service. Advising is considered to be part of teaching. Students are the reason we are all at Towson. As faculty, our responsibility is to ensure that our students experience advising and mentoring of the highest quality. Understanding the curriculum and getting to know the student are keys to becoming a great advisor/mentor.

Advice for Advisors:

- Be available! The number one student complaint is advisor unavailability.
- Reply to a student's email and phone call in a timely manner.
- Listen to the student.
- Be informed about the degree requirements in the major/minor, as well as the University Core (Core)/General Education (GenEd)/ requirements. The catalog year of the student's admission determines the student's graduation requirements.
- If you are meeting with a student for the first time, ask the student to bring their Degree Completion Plan to the meeting. Most students will have created a plan with their SACS Adviser prior to being admitted to the major. If they have questions refer them to the CBE website for guidance on how to construct the plan: <http://www.towson.edu/cbe/resources/advising/academicplan.html>. Check it to make sure the course sequencing meets the prerequisites.
- Assist the student in exploring new ideas and directions when choosing Core/GenEd courses. These courses are the foundation of a Towson education. They also serve to support and expand the student's experiences in the major/minor.
- Check the student's Academic Requirements in Online Services. Check for grades, completion of required courses, and for any abnormalities (an A student receiving a D in a course or multiple repeats).
- Ask the student about career goals.
- Help the student to fill out forms as needed.
- Read your college/department website to stay current with upcoming events, program and curricular changes.
- Refer the student to campus and community services as requested or needed.
- Assist the student in reevaluating academic goals to keep on track for an on time graduation.
- Assist the student in adjusting to the culture of the university, academia, and the particular traditions within their disciplines.

- Assist the student in developing research, internship and service learning opportunities.
- Assist the student in exploring graduate school and post-graduation careers.
- Serve as a role model and mentor for students.

Student Responsibilities

Students are ultimately responsible for all aspects of their academic experience, including enrolling in the correct Core/Core/GenEd courses, choosing major, selecting courses in the major, and creating their Degree Completion Plan. Students are also responsible for knowing their current academic status. Furthermore, students are responsible for knowing and understanding academic standards and the graduation requirements specified in their assigned catalog year. The purpose of meeting with an advisor is to discuss academic and career goals while examining how best to meet those goals.

Advice for Students

- Establish and follow an academic plan for completing the Core/Core/GenEd curriculum and major/minor requirements in a timely manner.
- Share your academic goals, including internships, extracurricular, and volunteer activities with your advisor. It is important to align aspirations with the academic program and career plans.
- Be informed about degree requirements and prepare for meetings with the advisor. Take the opportunity to ask questions and express concerns.
- Keep a record of your meetings with the advisor.
- Inform the advisor of any changes to your Degree Completion Plan and determine if those changes will alter the graduation timeline or your financial aid eligibility.
- Check the Academic Requirements in Online Services every semester. Contact your advisor if you have questions or concerns.
- Apply for graduation by the prescribed deadline.

The Role of the Department and College

It is the responsibility of the academic department and the college to assist faculty who are assigned as formal advisors. Departments/colleges will:

- Update the department's curricular requirements.
- Develop an odd/even year course-scheduling matrix to promote timely degree completion.
- Ensure that all information in the catalog about the department/college is accurate.
- Develop advising guidelines for the department/college.
- Ensure that all advisors are up to date on the major/minor requirements.
- Support the Academic Advising Center's First Year Experience and Transfer Orientation programs.
- Support Student Affairs' orientation initiatives.
- Maintain an updated portfolio of independent, internship, service, research, and other learning opportunities for students in the major/minor/concentration.
- Evaluate and assess advising in the department.

ACADEMIC ADVISING: THE FOUR YEAR PLAN

FRESHMAN YEAR - TRANSITION

Advising:

- The Freshman Year Experience (FYE) advisors meet each semester with their advisees during their freshman year. During registration, FYE advisors meet one-on-one with their FYE advisees to discuss the student's academic progress and any other issues. They remove the HOLD flag on the student's account so the student may register.
- Advisors discuss the adjustment from high school to college-level learning and talk about the changes in living situations and workload. They also provide advice on time management.
- Advisors inform students about different student organizations and encourage them to get involved with clubs and groups to promote social integration.
- Advisors talk with students about their career interests. If students have not declared a major, advisors suggest Core courses that would introduce students to diverse areas of study. The College of Business and Economics has screened majors. In order to move further in those majors, students must meet all admission requirements. Each major has different admission requirements that vary by catalog year, so it is important to check with the appropriate catalog to verify the requirements.

Course Scheduling:

- **15 units a semester.** If a student is taking fewer than 15 units, s/he will have to take courses during the summer, or minimester, if s/he wants to graduate in four years (120 units).
- **Check prerequisites** for courses every semester before registering for classes.
- **Explore different disciplines.** Core requirements are designed to expand a student's area of interest and provide essential intellectual skills and knowledge that will be important throughout students' lives. Students should take Core courses each semester to complement their major requirements.

Advising Tips for Freshmen:

- Many students struggle as they transition from high school to college level learning. Advisors can direct students to resources which may help them succeed. If a student is struggling with a class, advisors may recommend that the student visit the Academic Achievement Center which provides tutoring support in certain subjects. *Academic Achievement Center: 410-704-2291, Location: Cook Library, Rm. 524.*
www.towson.edu/aac

SOPHOMORE YEAR - ENGAGEMENT

Advising:

- Students are no longer assigned to an FYE advisor. Economics majors are assigned a faculty member in the Department of Economics. Accounting, business administration, or e-business pre-majors are assigned a professional advisor in CBE's Student Academic and Career Services until they are admitted into the major. Once admitted, students are assigned a faculty advisor associated with their major/concentration/track.
- Advisors encourage students to explore internships, clinical field placements, community engagement and study abroad opportunities. Advisors assist students as they prepare to declare a major or change majors. Advisees are encouraged to be active participants in making curricula decisions.
- If an advisee is a transfer student, advisors provide additional support to ensure that the student feels fully integrated into the Towson community. First semester transfer students in the CBE are assigned a professional advisor in the CBE's Student Academic and Career Services until they are admitted into the major.
- Advisors identify students with a high GPA and introduce them to post graduate fellowship opportunities such as the Fulbright, Rhodes Scholar, among others.

Course Scheduling:

- Advisors review the Academic Requirements in Online Services with regard to the completion of Core courses and required courses in the major.
- Advisors review the student's Degree Completion Plan. As part of MD SB 740, students are required to have a Degree Completion Plan on file by 45 credits. Those students transferring to Towson with more than 45 credits are required to have a Degree Completion Plan completed in their first semester.
- Advisors review the requirements for admission to the screened majors to ensure their completion by the end of sophomore year.

Advising Tips for Sophomores:

- Students must meet the minimum grade requirement of C in all major course work.. If the student attains a grade lower than the minimum grade requirement, the course must be repeated. Students who transfer a grade less than the minimum grade requirement must repeat the course to meet the grade requirement.
- TU has screened majors. In order to move further in some majors, students must complete the admission requirements by the end of their sophomore year. Each major has different admission requirements that vary by catalog year, so it is important to check with the appropriate catalog to verify the requirements.
- Students should be encouraged to become engaged in the campus community. College is not just about going to class. There are many student organizations for all disciplines and interests. The student organization website is a great resource:
<http://www.towson.edu/studentlife/activities/clubsorgs/index.html>
- Students should consider a study abroad program. Many lower-level required business courses and Core requirements can be taken for credit through programs offered abroad, including China, Australia, and Italy. Visit the Study Abroad website for more information: <http://wwwnew.towson.edu/studyabroad/>

JUNIOR YEAR - FOCUS

Advising:

- Advisors work with students to assess their progress toward degree and the achievement of their career goals.
- In order to graduate on time, students should decide whether or not to choose a concentration or track no later than when they register for the second semester of their junior year.
- Advisors help students to focus more concretely on their professional goals. Encouraging students to set up internships and other off-campus opportunities, as well as to prepare for standardized tests such as the LSAT, GRE, and GMAT is an integral part of the advising.
- Advisors suggest research experiences in the major and provide contact information for other members of the department, college, and area communities that could offer students off-campus opportunities.
- Advisors and their advisees do a graduation audit in the spring semester as part of the advising session.

Course Scheduling:

- Work with your advisee to update his/her academic plan to ensure a timely graduation.
- When planning the sequence of upper-level courses, make sure to adhere to the prerequisite constraints for those courses, especially when planning the concentration or track course sequence.

Advising Tips for Juniors:

- Internships offer an excellent opportunity to explore careers, gain practical experience, learn new skills, and network with professionals. Students can avail themselves of available resources in their departments and at the Career Center and/or participate in networking events hosted across campus.
- Some majors require a mandatory internship. Students should review the requirements and procedures with their advisors.

SENIOR YEAR - COMMENCEMENT

Advising:

- Advisors must review all graduation requirements with their advisees and continue to monitor Academic Requirements in Online Services before students register for the final semester.
- Advisors must remind students to **APPLY FOR GRADUATION**. This can be done by going to Towson Online Services. *Click on Self Service, Student Center, under the heading Academics, click on the drop down and select Apply for Graduation and click the arrow (go).* It's that simple! The deadlines to apply for graduation are:
 - Spring - January 20 (online application deadline)
 - Summer - July 4 (online application deadline)
 - Fall - August 20 (online application deadline)
- After applying for graduation, the student will receive an information packet about graduation procedures, including how to order the cap and gown. Students will receive their diploma after graduation, which will be mailed to their permanent address.
- Advisors recommend that students seek support with resume writing, interviewing, and assessing job opportunities from the Career Center.
- Advisors work with students who are preparing their graduate school applications, and remind them about graduate assistantships, scholarships, and so forth.
- Advisors discuss the transition from college life to professional life.

Course Scheduling:

- Advisors remind students to register on time to avoid the possibility that final required courses could be full.

Advising Tips for Seniors:

- Students must meet the minimum grade requirement of their selected major.
- Transfer students must make sure that all courses were properly transferred and that all petitions are on file as proof of completion of all courses.

Graduation Requirements Checklist:

- 120 total units completed (or more in certain programs).
- Completed all Core/Gened categories in the catalog year.
- Declaration and completion of major for the catalog year.
- Application for graduation completed in time.
- Minimum 2.0 GPA

THE ADVISING PROCESS

A. Checklist for Faculty Advisors – What do you need to get the job done

Preparation for the Advising Appointment:

References to Have Ready:

1. Copies of current and past TU Catalogs
2. TU Faculty Advising Handbook

Resources to Have Ready:

1. Access to Online Services (PeopleSoft) as an advising tool
2. Student's folder – These are electronic and can be found on your department server after a student is admitted to the major. A folder for each advisee is a good idea so that you have a copy of the advisee's advising form at all times so that it can be updated. These folders also have student files that contains university forms and transfer evaluations, if applicable. If the student is a transfer student, a copy of the transfer evaluation form will be in the electronic file as well.

Forms to Have Ready:

1. Advising form for each catalog and major can be found at <http://www.towson.edu/cbe/resources/advising/forms.html>
2. Degree Completion Plan

Processes to Know About (refer to the section Frequently Asked Advising Questions for more information on the topics below)

1. Acceptance of Transfer Credits for Major/Minor
2. Change of catalog
3. Transfer of new course work after matriculating at TU
4. Change of major/minor
5. Third Attempt of a Course

Forms:

- Advising forms by catalog year- <http://www.towson.edu/cbe/resources/advising/forms.html>
- Petition for Acceptance of Transfer Credits for Major/Minor (Student Academic and Career Services)
- Catalog Selection Petition- <http://www.towson.edu/registrar/Forms/>
- Petition to Transfer New Course Work to TU (to take at another institution)- <http://www.towson.edu/registrar/Forms/>
- Change of Major/Minor (Declaration of Major)- <http://www.towson.edu/registrar/Forms/>
- Petition for Third Attempt of a Course <http://www.towson.edu/registrar/Forms/>

B. Starting the Process

Each semester send an e-mail to your advisees alerting them to your office hours and that you are available at other times if they make an appointment. The e-mail might read:

Greetings All,

Welcome to the new semester! I wanted to let you know my office hours for this semester should you need to see me for any reason. They are MWF from 9-11am. If this is not convenient, please don't hesitate to contact me for an appointment at another time. As the semester gets in full swing, don't forget to pencil me in your calendar so we can go over your Degree Completion Plans for next semester and talk about your academic progress, career goals, graduate school or whatever is on your mind. I am here to help.

During Academic Advising Weeks (typically two weeks before registration begins), faculty hold extra office hours to accommodate students. Send a follow up e-mail alerting them to the signup sheet on your door. Again the e-mail might read:

Greetings All,

The College of Business & Economics hosts Academic Advising Weeks during the following time frame _____. During this time, I am holding extra office hours to assist you in discussing your academic progress and check your planned schedule for next semester. At this time, I will also remove the HOLD on your account so that you may register at your assigned time. I have placed a signup sheet on my office door, ST _____. Please stop by to sign up for a time slot.

If you fail to make an appointment or show up for the scheduled time, I cannot promise that I will be able to accommodate you for another time prior to your assigned registration date.

That should provide them with the incentive to show up. ☺

C. Beginning the Conversation

When you meet your advisee for the first time, take a few minutes to get to know them. Here are some suggested questions that may be helpful.

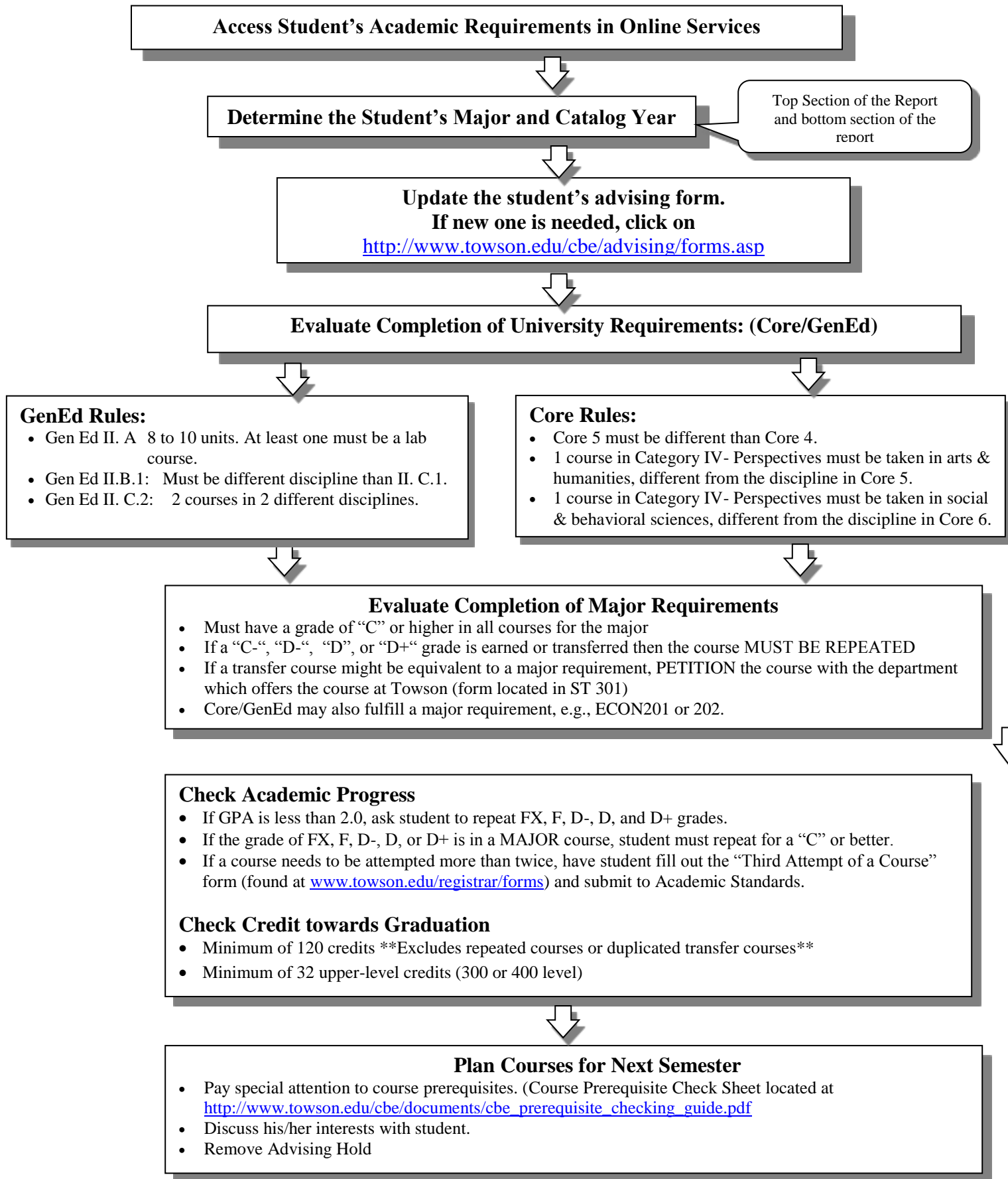
- Tell me about yourself.
- What do you hope to do with your life?
- What kind of extracurricular activities are you interested in?
- Have you had any difficulty in adjusting to the university?
- How can I help you the most?
 - Towson policies
 - scheduling
 - career guidance
 - problems—personal, academic
 - information
- What major or majors (concentration) are you considering?

- Why are you considering this major?
- Are there any special situations that I need to consider in planning – job or family responsibilities?
- What questions do you have about the university, major, course requirements, scheduling?
- Are you aware of the resources available to you? (Tutoring, counseling, career planning, study abroad, Honors College).

D. Updating the Degree Completion Plan

When you meet with an advisee, review their academic plan. These should have been completed while the students was advised in Student Academic and Career Services and available in student specific folders on your department drive. Before making changes it is a good idea to copy the most recent worksheet into a new tab at the bottom of the workbook. This leaves a record of the variations the plan has taken over time. Once the sheet has been copied, make sure the course sequencing is correct (meets the prerequisites) and all graduation requirements are met in the plan. You and the student can then update the plan as necessary. This may make the first visit longer but in future, it will serve as a checking point and allow you to focus less on scheduling and more on the student's academic and career goals.

SCHEDULING PROCESS



ADVISING THE PBUA OR PEBU STUDENT ON COURSE SELECTION GIVEN THE STATUS OF THEIR ADMISSION TO THE MAJOR

It is the student's responsibility to verify that he/she has met the prerequisites to a course prior to enrolling. See the Course Prerequisite Check Sheet:

http://www.towson.edu/cbe/documents/cbe_prerequisite_checking_guide.pdf. Students who enroll in an upper-level CBE course for which they are not eligible will be administratively disenrolled from the course.

Admission Status	You may register for:
Accepted	<ul style="list-style-type: none"> CBE Upper-Level courses provided you have all prerequisites, including class rank. <p><u>EXCEPTION to register for "Junior" courses:</u> If your total units plus the units you are enrolled in this term are between 48 to 59.5 units, the student should go to the department that offers the course to receive a "Special Permission" code.</p>
Pending	<ul style="list-style-type: none"> For catalog years before 2015-2016, the BUAD Upper-Level Required courses (EBTM 337, EBTM 311, EBTM 306 and FIN 331) provided the student has all prerequisites, including class rank. <p><u>EXCEPTION to register for "Junior" courses:</u> If the total units plus the units enrolled in this term are between 48 to 59.5 units, go to the department that offers the course to receive the "Special Permission" code.</p>
Ineligible	<ul style="list-style-type: none"> Remaining lower level required business courses for admission to the major. Repeating one or two lower-level required course(s) to increase the pre major GPA. <p>Note: No more than TWO courses in the lower level core may be repeated, of which NO more than ONE course may be repeated TWICE. A grade of "W" does not count as an attempt. Before making a third attempt of a course, approval must be received from the Academic Standards Committee. Submit a Third Attempt of a Course Petition available from http://www.towson.edu/registrar/Forms/.</p> <ul style="list-style-type: none"> To improve the TU GPA, repeat any course where the student earned less than a "C."

One Semester Exemption: An exception to take an upper-level CBE course concurrent with repeating or taking a lower-level BUAD required course will be considered if the student has at least a 2.60 major GPA in the lower level core courses and a 3.00 TU GPA.

COURSE PREREQUISITES

<i>Prerequisites for Upper-Level CBE Required Courses</i>			
Open to Eligible PBUA- pending category		<i>OPEN to ACCT, EBUS and BUAD majors ONLY</i>	
<u>Course</u>	<u>Prerequisites</u>	<u>Course</u>	<u>Prerequisites</u>
EBTM 306	<ul style="list-style-type: none"> • ECON 205 or MATH231/233 • CPE/EBTM250 	BUSX 460 <i>(special permit)</i>	<ul style="list-style-type: none"> • BUSX 301 • FIN 331 • MKTG 341 • MNGT 361 • Information Session • Senior
		EBTM 365	<ul style="list-style-type: none"> • ECON 205 or MATH 231 • EBTM 251
FIN 331	<ul style="list-style-type: none"> • ACCT 201/211 • ACCT 202/212 • ECON 201/203 • ECON 202/204 • ECON 205 or MATH 231/233 	MNGT 481	<ul style="list-style-type: none"> • FIN 331 • MNGT 361 • MKTG 341/ 342 • EBTM 365 • BUSX 301 • Senior
EBTM 337	<ul style="list-style-type: none"> • CPE (<2014-2015) • EBTM251 (>2015-2016) 	EBTM 350	<ul style="list-style-type: none"> • EBTM 251

Additional prerequisites for CBE courses can be found at
http://www.towson.edu/cbe/documents/cbe_prerequisite_checking_guide.pdf.

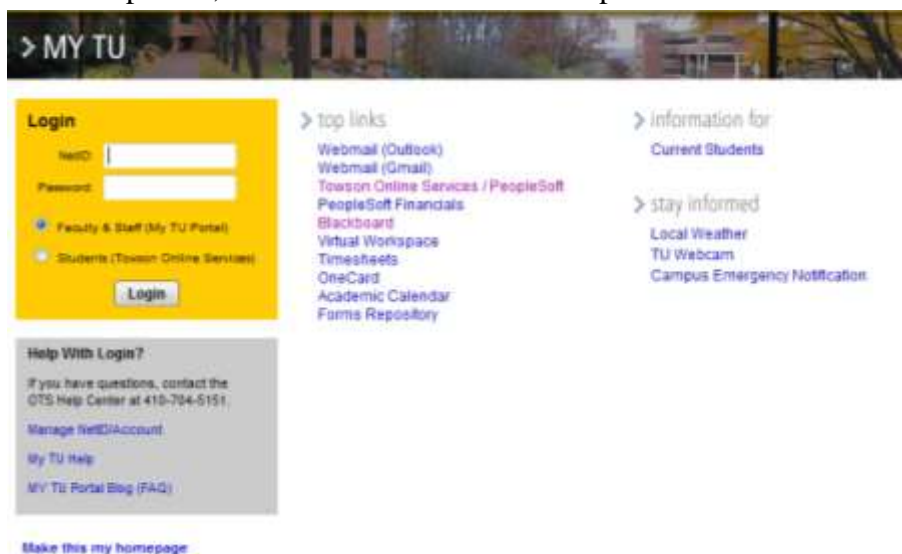
GUIDE TO ACADEMIC REQUIREMENTS

Academic Requirements is an interactive report in Online Services that assesses the academic progress in:

- General Education or University Core requirements.
- Credits earned towards graduation
- Major and minor coursework

Getting Started:

- In your browser, go to inside.towson.edu.
- On the top links, Towson Online Services/PeopleSoft.



- Log in to your Towson Online Services account.

Access your records, class schedule, rosters, grades, etc.

<div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;">For Students</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;"><p>Use your Tiger account</p><p>Activate Your Account</p><p>Reset expired password</p><p>Reset forgotten password</p><p>Forward Your Email</p></div>	<div>Username: <input type="text"/></div> <div>Password: <input type="password"/></div> <div><input type="button" value="Sign In"/></div>	<div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;">For Faculty/Staff</div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; text-align: center;"><p>Use your TowsonU account</p><p>Activate your account.</p><p>Change your password.</p><p>Reset expired password</p><p>Reset forgotten password</p></div>
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- Click on Self Service, then My Advisees.



To view a student's record in Online Services, click on View Student Details for a particular student. Then click on the link for Academic Requirements.

TOWSON

Favorites Main Menu > Campus Community > Student Services Center

student center general info admissions transfer credit acac

Student Center

Academics

[Student Class Schedule](#)
[Student Planner](#)
[Transcript: View Unofficial](#)
[Academic Requirements](#)

other academic... ▾ >>

Class	Schedule	Term
ART 103-006 STU (5985)	MoWe 4:00PM - 5:50PM CA4001	1144
BIOL 120-102 LEC (1967)	TuTh 6:00PM - 7:15PM SM0359	1144
BIOL 120L-018 LAB (5686)	Th 9:00AM - 10:50AM SM0301	1144
ENGL 283-005 LEC (4641)	TuTh 12:30PM - 1:45PM LA5314	1144
SOCI 210-002 LEC (4329)	TuTh 3:30PM - 4:45PM LA4303	1144

weekly schedule ►

FALL REGISTRATION
 MyTU in Towson's Mobile app has been greatly enhanced!
 Many Student Center functions, including Registration and
 Accept/Decline Financial Aid Awards are now available
 from your mobile device. If you do not already have TU
 Mobile, download the free app:
<http://mobile.towson.edu>

You will now see the report.

My Academic Requirements

Towson University | Undergraduate

1

This report last generated on 07/22/2008 3:08PM

collapse all

expand all

2

3



Taken



In Progress



Planned




SATISFY IPS



Upper Level Course Requirement

Things to Note:

1. The report will tell you when it was last generated. Changes that a student makes, such as enrolling in a class, dropping a class, or changing a major, will generate updated data.
2. The report defaults to the satisfied requirements being collapsed and the not satisfied requirements being expanded.
 - To collapse all requirements, click **collapse all**, to expand all requirements, click **expand all**.
 - You can also expand or collapse individual requirements by clicking .
3. Note the course status icons.




Taken



In Progress

You will see these next to courses on your advisement report like the example below:

ART 229	PAINTING I	3.00	Spring 2007	A	
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We will now expand all the requirements for purposes of explaining the Academic Requirements further.

1 **Upper Level Course Requirement**
Satisfied: Upper Level Course Requirement (G27)

2 **Upper Level Credit Requirement**

3 **Upper Level Courses**
Satisfied: Courses taken that are 300 level or above (L10)

4

• Units: 32.00 required, 52.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When
ART 490	INTERNSHIP IN ART	2.00	Summer 2008
BIOL 427	NEURO MECHANISMS: UPPER BODY	2.00	Spring 2007
BIOL 486	BIOL SEMINAR	1.00	Summer 2008

Things to Note:


1. This indicates the description of the highest level element, the requirement group. Anything that falls under this will impact whether or not it is satisfied.
2. This indicates the description of the second-level element, the requirement. If this is not satisfied, the requirement group is not satisfied.
3. This indicates the requirement line level, which contains the course information. If this is not satisfied, the requirement and the requirement group are not satisfied.
4. Unlike the degree progress report, the Satisfied and Not Satisfied indicators are not color coded. It simply says “Satisfied” or “Not Satisfied.” Below is an example of a requirement that is not satisfied.

ART-BS PNTG
Not Satisfied: Course requirements for the ART-BS with an optio

ART-BS PNTG


1ST LEVEL
Not Satisfied: First Level Foundation.



As you move down, you will see courses that do not have a grade or status. These are courses that may be used to satisfy a requirement.

 **summer**
Satisfied: Summer. MATH231 is required.

• Units: 3.00 required, 3.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
MATH 231	BASIC STATISTICS	3.00	Summer 2008			
MATH 237	ELEMENTARY BIOSTATISTICS	4.00				
PSYC 212	BEHAVIORAL STATISTICS	4.00				

View All First  1-3 of 3  Last

What's in My Academic Requirements?

The report contains a listing of the student's:

1. Upper-Level Credits

Upper-level credits are those that are 300-level or above.

2. Progress on each Core/GenEd category

There are twelve different categories for GenEd and fourteen different categories for Core.

3. Overall credits towards graduation

At least 120 are required for graduation.

4. Overall GPA

At least a 2.0 GPA is required for graduation.

5. Major and minor course evaluation.

Courses evaluated for the completion of your major or minor.

Important!

This report evaluates the courses the student is currently taking, and assumes successful completion.

Caution



Great care is taken to create both accurate and complete reports of a student's academic progress; however, it is possible that the reports may contain errors or omissions.

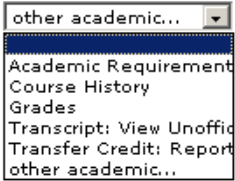





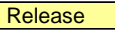

If you have a question concerning a student's audit, please contact Academic Advising at 410-704-2472 for Core/GenEd requirements and your department for major requirements.




ADVISOR'S QUICK GUIDE TO TOWSON'S ONLINE SERVICES (9.0)



Task	Procedure	
Login	Type into the browser: http://inside.towson.edu/ , Click Towson Online Services , Type your Username and Password , Click Sign In .	
Access Your Assigned Advisees	Click Self Service, My Advisees to access your “Advisee Roster,” which displays all of your assigned advisees (enrolled and not enrolled this term).On the line with the student’s name, click View Student Details .	
Access Information for a Drop/In Advisee	Click Self Service, My Advisees . Click the VIEW DATA FOR OTHER STUDENTS button at the bottom of the page. Enter the student’s TU ID in the ID field. Click Search button. If ID is unknown, type in the student’s Last and First name in the appropriate box. Click Search . In Search Results , click on the Name of the student.	
Email Your Assigned Advisee(s)	In Advisee Roster , click on notify all advisees button at bottom of page to Send Notification (email) to all your advisees. Type your Message and then click on SEND NOTIFICATION button. Click on Return to Advisee Roster button. To email selected assigned advisee(s), click the box in the Notify column for each student. Click on notify selected advisees button.	
Download Advisee List to Excel	In View My Advisees link, Click the Download Button  .Click on Open or Save file. Suggest sort by Status to see only Enrolled. (To avoid Pop-Up Blockers, press Ctrl + F10)	
View the Student Center information for the Advisee	View: To Find:	
	Academics	Student Class Schedule, Student Planner, Academic Requirements. In “other academic...” box, click on  to access Course History, Grades, and Transcript: View Unofficial, Transfer Credit Report.
	Week’s Schedule	Day, time and location for each enrolled Class for the current week
	Personal Information	Contact Information: Permanent Address, Local Address, Phone and Campus (email).
	Holds	Intentional Advising Program (IAP), Bursar, Academic Advising, etc.
	To Do List	Required Documents for financial aid, etc
	Enrollment Dates	Date student is eligible to register for classes by term.
	Advisor	Advisor’s name and email address. Also, Program Major is in “details”.

Access information in Academics in Student Center 	Click on:	To Access:
	Student Class Schedule (detailed)	Select Term, click on Continue for student's current or future class schedule by term. Weekly calendar view is available. Click CANCEL to exit.
	My Planner	The student-generated plan of courses for each term.
	Academic Requirements	A display of the Core/GenEd and Major requirements. Completed requirements are collapsed and unsatisfied requirements are expanded.
	Course History	A sorted list of all courses, including course name, grade, term and status.
	Grades	Class Grades by term. Also, Term Statistics, which include cumulative GPA and Grade Points, and Graded units taken towards GPA and not for GPA.
	Transcript: View Unofficial	Academic record of classes, grades, etc. by term. Select Report Type - " Unofficial Transcript ", then click " Go ".
	Transfer Credit Report	Transfer Courses accepted by TU and their Towson course equivalent sorted by each transfer institution. Click on " View All " for all institutions.
Print a Copy of a Report	Select File > Print from your browser menu. In the print window, click the Print button, then the OK button.	
Task	Procedure	
Find Student's Information on the Academic Requirements	<u>Program and major</u> : middle of report after Core/GenEd. Catalog Year: First Box of requirements Total Credits and Cum GPA: Under full 120 credit report and a 2.0 GPA required Core/GenEd not completed: Expanded box in first section	
Understand the meaning of the symbols	This  Negative Service Indicator signifies a Registration HOLD for advising, etc. Other icons are:  Positive Service Indicator: Athlete, Honors College, etc.  Academic Information: BS/BA, Major, Concentration/Track, etc.  FERPA Restrictions Apply: No Data Releasable	
Remove the Academic Advising Hold	On the Student Center page, click on the Hold  icon. Click on ADV code for Academic Advising Hold, Intentional Advising Program (IAP). Click the  button. Click  for "Are you sure you want to release this Service Indicator?"	
View Schedule of Classes and find Open GenEds/ Core	Click Self Service, Faculty Center, and then Class Search tab on top of page. Check Term . Enter Subject and course number (if known), then click SEARCH . To see all courses offered, uncheck Show Open Classes Only . To find Open Sections of a Core/GenEd, Click on " Advanced Search Criteria ." Click the drop-down arrow and select a " Core/GenEd Category ." Click Search .	

View Course Details and Prerequisites	In Class Search, Search for Classes panel (see above), select course by clicking on  next to course. Click on Section: <u>Discipline, # , Section # ,(class #)</u>
Open a New Browser Window	On browser menu, click on File, New, Window hyperlink to open another transaction. Toggle between windows: press Alt +Tab.
Set Preferences for Academic Career and Term	On Menu, click Set Up SACR, User Defaults . Under User Defaults 1 tab, For Academic Career, select “UGRD” for Undergraduate; for Term, enter Term (e.g., 1092). Click Save .
Logoff	Click Sign Out in top right corner and close the browser window.

PeopleSoft Terminology	
Academic Institution = TOWSN	Term = Semester (e.g., 1104 = Fall 2010) Format is CYYT , where C= Last digit of 21 st Century YY=last 2 digits of year T=1 digit for semester: 1 for Minimester; 2 for Spring; 3 for Summer; 4 for Fall.
ID (or EMPLID) = Peoplesoft’s 7 digit ID Number	
Program = Degree (BS, BA, etc.)	
Plan = Major, Minor or Certificate	
Sub Plan = Concentration or Track	Subject Area = Discipline (ACCT, ECON, etc.)
Requirement Term = Catalog year	
Academic Level = Classification (Fr, So, Jr, Sr, Post-Bac, Grad, Non-degree)	Catalog number = Course number
	Class Section number = Section number
Units = Credits	Class number (4 digits) = Call number
Academic Group = College (CBE, CSM, etc.)	Class Permission numbers = Seat Codes

For detailed tutorials, go to inside.towson.edu, Help, Self Help Documents, PeopleSoft.

WHO IS RESPONSIBLE FOR WHAT IN ADVISING?

Faculty Advisor Responsibilities	CBE Student Academic and Career Services Responsibilities
<p>Advise:</p> <ul style="list-style-type: none"> • a declared (admitted) major • ensure proper planning of General Education/Core and major requirements including: <ul style="list-style-type: none"> ○ prerequisite(s) ○ sequence of courses 	<p>Advise:</p> <ul style="list-style-type: none"> • CBE pre-majors and first semester transfer students • Re-admitted student with an expired catalog (older than 10 years) • International transfer students (first semester) • Business administration minor
<p>Recommend courses to meet student's career and life goals:</p> <ul style="list-style-type: none"> • Core/GenEd • concentration/track elective (s) 	<p>Evaluate transfer work of all entering CBE students:</p> <ul style="list-style-type: none"> • recommend courses to take first semester and register • recommend courses to petition for equivalency and assist in filling out the form • inform students of CBE policies at Transfer Orientation
<p>Verify progress in meeting all graduation requirements:</p> <ul style="list-style-type: none"> • General Education/ University Core • Major, concentration/track • 120 credits; <ul style="list-style-type: none"> ○ Check for duplication of transfer courses ○ Check for repeated courses 	<p>Assist student in planning a Study Abroad and National Student Exchange (NSE) experience</p>
	<p>Provide information/advise prospective student exploring a CBE major, concentration/track or minor</p>

WHERE TO SEND A STUDENT FOR CBE PROCEDURES, PETITIONS AND PAPERWORK

Department	CBE Student Academic and Career Services
<p>Forms: Application for Independent Study/ Research/ Departmental Internships (497)</p>	<p>Forms: Petition for Acceptance of Transfer Course for CBE major/minor (transfer students.)</p>
<p>To petition a course for acceptance as a substitute for a concentration /track</p>	<p>To evaluate course petitions for the BUAD minor and resolve graduation deficiencies for the BUAD minor</p>
<p>To acquire approval of for an Independent Study.</p>	<p>To provide information on University and CBE academic policies and procedures such as:</p> <ul style="list-style-type: none"> • maximum of 64 credits transferred from community college • petitioning the Academic Standards Committee
<p>To resolve a graduation deficiency including</p> <ul style="list-style-type: none"> • major/concentration/track course • duplication of transfer courses • misadvising in the university requirements 	

ADMISSION TO CBE SCREENED MAJORS

ACCOUNTING MAJOR

Students must complete the “Admission to the Accounting Major” Form (available at <https://www.towson.edu/cbe/departments/accounting/undergrad/accounting/admission.html>) and submit the form along with a copy of their Academic Requirements to Student Academic and Career Services, Stephens Hall 301. The form will indicate that they satisfy all of the following requirements (Items 1 through 6):

1. Formal admission to TU as a degree candidate.
2. Minimum CGPA of 2.30.
3. Grade equivalent of 2.0 or higher in each lower level core course.
4. Minimum CGPA of 2.70 for ALL Lower level requirements AND Upper Level accounting courses at Towson. To be admitted, students must take at least 3 upper level accounting courses (minimum of 9 credits). The specific requirements are:
 - a. ACCT 301 -- Intermediate Accounting I (3 credits) – MUST be taken.
 - b. ACCT302 –Intermediate Accounting II (3 Credits) – MUST be taken.
 - c. 1 other upper level accounting courses (3 credits) must be chosen from:
ACCT 341 -- Management Accounting I
ACCT 361 – Tax Accounting I
 - d. At least two out of the three courses must be taken at Towson University.
 - e. If ACCT 301 – Intermediate Accounting I – has been taken at another institution and has been accepted by Towson University, ACCT 302 – Intermediate Accounting II – must be one of the two remaining courses taken at Towson University.
5. A passing score for the CBE Computer Proficiency Exam (prior to 2016-17)
6. Completion of:
 - a. ECON 205 or MATH 231 (Statistics) with a grade equivalent of 2.00 or higher
 - b. ANTH or PSYC or SOCI course (prior to 2016-17)

Students will not be permitted to enroll in ACCT 303 – Intermediate III, ACCT 421 – Advanced Accounting, or ACCT 401 – Auditing, without first being admitted to the major.

No more than two of the courses required for admission may be repeated, of which no more than one course may be repeated twice.

Students who take upper-level major-only accounting courses before being admitted to the Accounting major will be disenrolled.

The above requirements were approved effective as of the 2016-2017 academic year. Refer to the appropriate catalog for requirements for previous years.

BUSINESS ADMINISTRATION

Students must complete following requirements for admission into the major:

- ✓ Completed each of the lower-level BUAD core courses with a grade of “C” or higher:
 - ☐ ACCT 201/211 Principles of Financial Accounting
 - ☐ ECON 201/203 Microeconomics
 - ☐ ECON202/204 Macroeconomics
 - ☐ ECON 205 or MATH 231/233 Statistics for Business and Economics I/
Basic Statistics
 - ☐ LEGL 225 Legal Environment of Business
 - ☐ MATH 211 or MATH 273 Calculus for Applications/ Calculus I
(2011/12 Catalog and later)
 - ☐ Passed Computer Proficiency Exam (2008/09 to 2014/15)
 - ☐ ACCT 202/212 Principles of Managerial Accounting
(2014/15 and earlier)
- ✓ A Cumulative BUAD GPA (Grade Point Average) of 2.70 in these lower-level core courses.
- ✓ At least a 2.0 TU GPA

Transferred lower level (100-200 level) courses and their grades posted as the TU equivalent on the TU transcript are accepted toward fulfilling the admission requirements. If a transferred course is repeated at TU, the grade earned at TU is used for fulfilling the requirement. The grade earned at TU is always the grade of record, even if the transfer grade is higher.

What the Student should expect as a pre-business major

The student will receive an email sent to his/her TU email address which includes a notification of the student’s eligibility status at least once a semester. The email will contain details of the next steps including whether the student is eligible to progress into the BUAD major by registering for an upper-level (300-400) CBE (BUSX, EBTM, ENTR, FIN, FPLN, LEGL, MKTG, and MNGT) course.

The categories of eligibility for admission to the BUAD major are:

- ▶ **Accepted** – has completed all BUAD admission requirements.
- ▶ **Ineligible** – has not completed all the requirements for admission to the major. They may need to complete the remaining Lower-Level BUAD Core courses; repeat Lower-Level BUAD Core courses to increase BUAD GPA of 2.70; pass the CPE; or increase the a TU GPA to 2.00.

If the student does not meet the admission requirements, he/she will remain designated as Pre-Business (PBUA) until admitted to the BUAD major or until another major is declared.

Reminder: No more than TWO courses in the lower level core may be repeated, of which NO more than ONE course may be repeated TWICE. A grade of “W” does not count as an attempt. Before making a third attempt of a course, approval must be received from the Academic Standards Committee. Submit a Third Attempt of a Course Petition available from <http://www.towson.edu/registrar/Forms/>.

E-BUSINESS MAJORS

Students must complete following requirements for admission into the major:

- ✓ Completed each of the lower-level EBUS core courses with a grade of “C” or higher:
 - ☐ ACCT 201/211 Principles of Financial Accounting
 - ☐ ECON 201/203 Microeconomics
 - ☐ ECON202/204 Macroeconomics
 - ☐ ECON 205 or MATH 231/233 Statistics for Business and Economics I/
Basic Statistics
 - ☐ LEGL 225 Legal Environment of Business
 - ☐ MATH211/MATH273 Calculus
(2015/16 and later)
 - ☐ Passed the Computer Proficiency Exam (2008/09 to 2014/15)
 - ☐ ACCT 202/212 Principles of Managerial Accounting
(2014/15 and earlier)
- ✓ A cumulative EBUS GPA (Grade Point Average) of 2.70 in these lower-level core courses.
- ✓ At least a 2.0 TU GPA

Transferred lower level (100-200 level) courses and their grades posted as the TU equivalent on the TU transcript are accepted toward fulfilling the admission requirements. If a transferred course is repeated at TU, the grade earned at TU is used for fulfilling the requirement. The grade earned at TU is always the grade of record, even if the transfer grade is higher.

What the student should expect as a pre-e-business major

The student will receive an email sent to his/her TU email address which includes a notification of the student’s eligibility status at least once a semester. The email will contain details of the next steps including whether the student is eligible to progress into the EBUS major by registering for an upper-level (300-400) CBE (BUSX, EBTM, FIN, MKTG, and MNGT) course.

The categories of eligibility for admission to the EBUS major are:

- ▶ **Accepted** – has completed all EBUS admission requirements.
- ▶ **Ineligible** – has not completed all the requirements for admission to the major. They may need to complete the remaining Lower-Level EBUS Core courses; repeat Lower-Level EBUS Core courses to increase EBUS GPA of 2.70; pass the CPE; or increase the a TU GPA to 2.00.

If the student does not meet the admission requirements, he/she will remain designated as Pre-e-Business (PEBU) until admitted to the EBUS major or until another major is declared.

Reminder: No more than TWO courses in the lower level core may be repeated, of which NO more than ONE course may be repeated TWICE. A grade of “W” does not count as an attempt. Before making a third attempt of a course, approval must be received from the Academic Standards Committee. Submit a Third Attempt of a Course Petition available from <http://www.towson.edu/registrar/Forms/>.

FREQUENTLY ASKED ADVISING QUESTIONS

CATALOG YEAR (a.k.a. Requirement term)

The catalog year is assigned when the student is accepted as a degree candidate. Students must fill all Core/GenEd and major/minor graduation requirements specified in the catalog under which they were admitted.

The catalog year is written in the academic year format beginning with the fall semester; it is identified as fall/spring. Example: if the student's first semester is fall 2011; the catalog year is 2011/12.

Students who chose a newly approved major/minor, concentration, or track must change their catalog year to a year in which the program is activated.

Q. How can I determine the catalog year?

A. The catalog year is printed at the beginning of the Academic Requirements or at the end of the Unofficial Transcript.

Q. How long is a catalog in effect?

A. Catalog is in effect for ten years. All degree requirements must be completed within 10 years of the student's catalog year.

Q. What if the catalog has expired?

A. If the catalog year has expired, a Catalog Selection Petition form (found at <http://www.towson.edu/registrar/Forms/>) must be submitted to use another catalog.

Q. How does a student change a catalog?

A. A completed Catalog Selection Petition form must be submitted to the department chairperson of the student's major/concentration. The office will forward the petition to the Academic Standards Committee for final approval. The committee will inform the student of the ramifications on graduation requirements including admission to the major (if applicable), the major, the concentration/track (if applicable), Core/GenEd and the degree.

Q. May a transfer student choose a different catalog year?

A. Students may select the catalog in effect at the time of formal admission at their initial transferring institution, provided 10 years have not elapsed OR they may select a later catalog than the one assigned to them at the time of formal admission to Towson, provided that the chosen catalog has not expired. This will not alter the original transfer package received during formal admission to Towson as long as the student has been continuously enrolled. "Continuous Enrollment" means that a student must have been enrolled in classes at either Towson or another college. If there was a break in enrollment then they do not qualify for that particular catalog year.

TERMS USED FOR GRADE POINT AVERAGE

Q. **What is the difference between GPA and CGPA?**

A. These terms basically mean the same thing. GPA is Grade Point Average and CGPA is Cumulative Grade Point Average.

TRANSFERRING COURSE WORK TO TOWSON

Q. **What is a Transfer Package?**

A. The Transfer Package is the way a student received credit for having satisfied Towson's Core/GenEd at the sending institution.

Q. **How can I determine if a student has a Transfer Package?**

A. The notation of a Transfer Package is located on the Academic Requirements and Transfer Evaluation.

Q. **Are additional GenEd courses needed with a Transfer Package?**

A. The number and GenEd categories of courses required depend on the Transfer Package granted. The remaining GenEd courses must be completed in residence at TU. Refer to the student's Academic Requirements. Package A, indicated on the report as GOA, requires completion of I.D, Advanced Composition and II.A, Scientific Inquiry (non-lab). Package B (GOB) requires I.D. All GenEds are satisfied with a Package C (GOC).

Q. **Are additional Core courses needed with a Transfer Package?**

A. The number and Core categories of courses required depend on the Transfer Package granted. The remaining Core courses must be completed in residence at TU. Refer to the student's Academic Requirements.

<u>Core Package</u>	<u>Title</u>	<u>To be completed</u>	<u>Notes</u>
1	AACR 100	(1) <i>Towson Seminar</i> (9) Advanced Writing (10) Metropolitan Perspectives (12) Global Perspectives (14) Ethical Issues	
2	AACR 200	(1) <i>Towson Seminar</i> (9) Advanced Writing (10) Metropolitan Perspectives (14) Ethical Issues	
3	AACR 300	(1) <i>Towson Seminar</i> (9) Advanced Writing (14) Ethical Issues	
4	AACR 400	(9) Advanced Writing	2nd Bach non-TU
4-year schools ONLY			
5	AACR 500	(1) <i>Towson Seminar</i>	
6	AACR 600	Core satisfied in transfer	2nd Bach TU

International Admissions Use ONLY!			
7	AACR 700	(1) Towson Seminar (2) English Composition (9) Advanced Writing (10) Metropolitan Perspectives	

(1) *Towson Seminar* will be waived for all transfer students AT LEAST until Fall 2014. AACR 800 is used for every student and will always waive Core 1.

Q. Who qualifies for a Transfer Package?

A. Towson offers Transfer Packages to transfer students from University System of Maryland schools. The packages vary according to the general education requirements of the sending institution, not on the awarding of an A.A. degree.

Transfer Packages are not available to students transferring from private or out-of-state institutions. Their transfer courses will be applied to Towson's Core/GenEd on a course by course basis.

Q. What does validation required mean?

A. A course taken at the lower level (100-200) at a community college or four-year educational institution is not equivalent to a TU upper-level course. In order to fulfill an upper-level major course requirement, the content of the transfer work must be validated. A transfer course requiring validation is identified with a "T" instead of the 300-number code, e.g., MKTG T41 for MKTG 341, MNGT T61 for MNGT 361, and so forth.

Note: Validation was removed in Fall 2014 for all Business courses except ACCT.

How to Validate: For CBE majors, complete the course **specified below** with a grade equivalent of 2.0 or higher at TU.

Transfer Course	Fulfills the TU course:	When Validated with:
EBTM T37	EBTM 337	EBTM 311
FIN T31	FIN 331	FIN 350
MKTG T41	MKTG 341	MNGT 481
MNGT T61	MNGT 361	MNGT 481
MNGT T75	MNGT 375	MNGT 438
MNGT T81	MNGT 381	MNGT 421

Validate the transferred course, don't repeat it. If a student takes a course with the same course content as the transferred course, the units earned in the transfer course will not count towards graduation because it will be treated as a repeat.

Q. Are there other policies pertaining to transfer courses?

A. Other policies of importance are:

- In order to graduate from Towson University with a major from the CBE, students must complete at least 50 percent of the units required in their major at Towson University.
- An upper-level course transferred from a four-year college that possesses "level

and content equivalency” to a TU course may only be used to satisfy a course requirement in fulfillment of the major with prior approval from the TU department that houses the course. A student intending to transfer a course must provide a course description from the other college’s catalog and a course syllabus.

- The last 30 units of the degree program must be completed through Towson University.
- A maximum of 64 units is allowed from a two year institution. Maximum of 90 units is allowed from a four-year institution or from a combination of two and four- year institutions

Q. Can a D grade count for major credit?

A. No. Students must earn the minimum grade requirement for their major. Most majors require a C or better, however, some screened majors have a different minimum grade requirement. If the course was taken at TU, it must be repeated at TU.

PETITION FOR ACCEPTANCE OF TRANSFER UNITS FOR MAJOR/ MINOR

Q. When should a student petition to have a transfer course evaluated to potentially fulfill a major or minor requirement?

A. A Petition for Acceptance of Transfer Units form, which is available on the Registrar’s website at <http://www.towson.edu/registrar/Forms/>, should be submitted as soon as possible to Student Academic and Career Services in ST 301. A course description of the intended course from the other institution for evaluation must be attached. A transfer course from a non-articulated program may be equivalent to a course and thus satisfy a major or minor requirement. If a course is not accepted as equivalent, the student must complete the course at TU.

TAKING COURSES ELSEWHERE WHILE ENROLLED AT TOWSON

Q. To take a course at another institution, what does a student need to do?

A. The student must submit a Transferring New Coursework - Transfer Petition Form that is found at www.towson.edu/registrar/forms/ and a catalog description of the intended course from the other institution to the department offering the course at TU.

- The petition must then be submitted to the Registrar's Office.
- After the course has been completed, the student must send an official transcript to the Records Office for the credit to be posted to the TU academic record.

Important points about this policy are:

- Only credit is transferred. The grade will be posted on the transcript but will not be included in the TU GPA calculation.
- Courses completed at TU may NOT be repeated at another institution.
- Two-year institutions: up to a total of 64 units may be transferred until 90 units at TU are earned.
- The last 30 units must be completed at TU. A student may petition to the Academic Standards Committee for an exception.

PETITION FOR A THIRD ATTEMPT OF A COURSE FORM

Q. What does a student need to do to make a third attempt of a course?

A. The student must submit a Petition to Make a Third Attempt form that is found at www.towson.edu/registrar/forms to the Academic Standards Committee in care of the Registrar's Office.

Ordinarily, a student is given permission to make a third attempt only ONCE.

- Permission must be obtained prior to enrolling in the third attempt.
- The student must have a minimum cumulative GPA of 2.0.
- After the course is completed, the approved attempt will have a "Repeat Included" notation under the course listed on the Academic Requirements.
- See the section below regarding the impact Financial Aid on academic advising.

CHANGING A MAJOR OR CONCENTRATION/TRACK

Q. How does a student drop, change or add a major, minor or concentration/track?

A. Changing is easily done online by logging into the link on the Registrar's Office webpage <http://www.towson.edu/registrar/changingmajor.asp>.

Q. May a student declare a major and minor in the same discipline?

A. No. The major and minor must be different. A PACT/ACCT/PBUA/BUAD/PEBU/EBUS or combined majors in one of these majors may not declare a BUAD minor. An ECON major may not declare an ECON minor; however, the BUAD major with an ECON track may declare an ECON minor.

COMPUTER PROFICIENCY EXAMINATION (CPE)

Q. Who needs to take the CPE?

A. The CPE is required for PACT, PBUA and PEBU students beginning with the 2008/09 catalog and ending with the 2014/15 catalog.

Q. What does the student need to do to take the CPE?

A. The CPE expired May 20, 2016. Students who are required to take the CPE but who did not do so by the end date must take EBTM250 to fulfill that requirement.

Q. What if the student has passed COSC 111 or CIS 115? Does the student need to do to take the CPE?

A. It depends on the catalog and the major.

- PBUA or PEBU students in a 2008/09 or later catalog must take and pass the CPE. The COSC 111/CIS 115 is required for the catalogs prior to 2008/09.
- PACT/ACCT students must take both the COSC 111/CIS 115 and the CPE beginning with the 2008/09 catalog.

Q. How do I know if the student has passed the CPE?

- A. The CPE is treated as a Non-Course Milestone. The CPE Milestone status is posted on the Student Center. The notation may be either “Completed,” “In Progress,” or “Not Completed.” Below is an example on how it appears:

Milestone List					
Milestone	Milestone Level	Status	Institution	Career	Program Description
Computer Proficiency Exam		Completed	Towson University	Undergraduate	Bachelor of Science

IMPACT OF FINANCIAL AID ON ACADEMIC ADVISING

Q. What type of financial aid is available to students at Towson?

- A. Financial aid can be classified into four types:
1. Grants – usually based upon financial need and money that a student does not pay back.
 2. Scholarships – awarded based upon talent, achievement, and, in some cases, need. Continuation is based upon performance and achievement.
 3. Loans – may be based upon financial need and money that a student borrows and must pay back with interest.
 4. Work-Study and Employment – campus jobs or University supported jobs. Work-study is part of a student’s financial aid package and is based upon need. Student employment is not dependent on student need.

More information may be found at:

<https://www.towson.edu/admissions/financialaid/programs/>

Q. If a student asks me about how to find out about scholarships, how should I direct them?

- A. Direct them to the TU Financial Aid Office and the TU Scholarships web site at <http://www.towson.edu/scholarships>

Q. As an advisor, do I need to understand all of the University’s financial aid policies and requirements?

- A. No, but it is important to understand that students who receive financial aid must comply with a wide variety of additional academic requirements including minimum units per term and financial aid Satisfactory Academic Progress requirements that include not only GPA rules, but also penalties for withdrawing from courses. Federal aid recipients must also focus on taking courses that are required to complete their Degree Requirements. The Satisfactory Academic Progress requirements include:
1. Minimum Grade Point Average – determined by the number of units of coursework attempted. This is similar to the University’s Grade Point Average standard, but not identical in all cases.
 2. Minimum Course Completion Rate – at least 67% of the units of coursework attempted in an academic year must be successfully completed. In addition the grades of F, FX, U, and grade of W (Withdraw) are treated as unsuccessful course attempts.

3. Maximum Number of Units Attempted – generally 150 units of coursework is the undergraduate limit, although students may appeal for additional units to be covered by financial aid depending upon their degree program and individual circumstances.

It is also important that students understand the pros and cons of repeating courses from the perspective of financial aid. Several financial aid rules discourage students from repeating a course if they have already earned a passing grade in that course that meets TU's graduation requirements for that major. In addition, a federal aid rule also restricts the number of times a student can receive federal aid to repeat any course that was previously passed with a D, C, B, A, or PASS grade. While repeating a course in which a student has already earned units may be beneficial for the student's average, it is not automatically allowed as covered under financial aid. The student should check with Financial Aid before retaking a course in which he/she earned credit. Further information about the SAP policy, examples of the policy, and tips for students and advisors may be found on the following pages:

- SAP Policy:
www.towson.edu/admissions/financialaid/guide/requirements/sap.html
- TU Financial Aid Guide: www.towson.edu/aidguide
- Award Requirements:
<http://www.towson.edu/admissions/financialaid/guide/requirements/index.html>

Q. Is it my responsibility as an advisor to know how SAP will impact an advisee's decision making on particular courses and to advise her accordingly?

A. No, it is the student's responsibility as a recipient of financial aid to understand the policies and the application of the policies to the student's situation and individual decisions. However, as an advisor it is your role to encourage your advisees to read and understand the policies and to ask questions of the Financial Aid Office if they do not understand a policy or requirement. The most common questions are related to problems with standard # 2, Minimum Course Completion Rate. Helping advisees to understand the potential consequences of course withdrawals on their financial aid standing and encouraging them to consult with the Financial Aid Office are important steps for an advisor to take.

WHO'S WHO IN THE COLLEGE OF BUSINESS AND ECONOMICS?

Knowing who to go to is half the battle, so find out "Who's Who in the CBE"!

DEAN'S OFFICE

Stephens Hall 218

Main Office- 410-704-3342

Dr. Shohreh Kaynama, Dean

Dr. Judy Harris, Associate Dean

Ms. Laura Braddick, Communications Specialist

Mr. Jeremy Farkas, Technology Coordinator

Vacant, Assistant to the Dean

Mr. Michael Donahue, Executive-in-Residence

Ms. Cassandra McCarthy, Executive

Administrative Assistant

CBE STUDENT ACADEMIC AND CAREER SERVICES (SACS)

Stephens Hall 301

Main Office- 410-704-3496

Mrs. Lisa Michocki, Director

Ms. Annie McMahon, Assistant Director

Mrs. Meghan Behm, Coordinator of Academic and Career Services

Mr. Michael Tyler, Academic Advisor

Vacant, Academic Advisor

Vacant, Academic Advisor (part-time)

Ms. Summer Atkinson, Academic Program Coordinator

Mr. D. (Greg) March, Coordinator of International Programs and Professional Experience and Support

Ms. Wanda Rodgers, Administrative Assistant

Student Consultants and Assistants

CBE SACS serves as a resource for students throughout their undergraduate career in advising, career services, and general questions.

ACCOUNTING DEPARTMENT

Stephens Hall 102

Main Office-410-704-2227

Dr. Rodney Stump, Chairperson

Dr. Martin Freedman, Director of Masters of Accounting and Business Advisory Services

Ms. Christine Leimbach, Administrative Assistant

BUSINESS EXCELLENCE

Stephens Hall 301

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Mr. Quincey Johnson, Director of Business Cornerstone

E-BUSINESS AND TECHNOLOGY MANAGEMENT DEPARTMENT

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Dr. Sharma Pillutla, Chairperson

Ms. Melanie Dorsey, Administrative Assistant

Dr. Chaodong Han, Director of Graduate Programs in Supply Chain Management and Project, Program and Portfolio Management

ECONOMICS DEPARTMENT

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Dr. Matthew Chambers, Chairperson

Ms. Chris Eifert, Administrative Assistant

FINANCE DEPARTMENT

Stephens Hall 314

Main Office- 410-704-2465

Dr. Babu Baradwaj, Chairperson

Mrs. Donna Rogers, Administrative Assistant

MANAGEMENT DEPARTMENT

Stephens Hall 116

Main Office- 410-704-2934

Dr. Tom Basuray, Chairperson

Mr. R. (Marc) Stephan, Administrative Assistant

MARKETING

Stephens Hall 123

Main Office- 410-704-3351

Dr. Erin Steffes, Chairperson (Acting)

Mrs. Cheryl Frame, Administrative Assistant