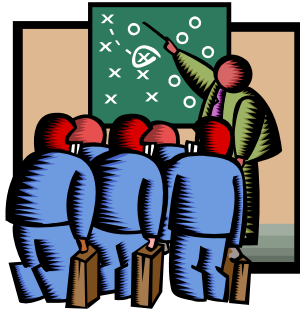


ACADEMIC PLANNING TIPS FOR MANAGEMENT MAJORS



This information is available to assist management majors who are unable to meet with an academic advisor prior to registering for classes. It is highly recommended that all business majors meet with an advisor periodically to review their academic progress. If a student is unable to get an advising appointment prior to registering for courses, this information along with a major check sheet may be useful in planning a schedule. The student is advised to still attempt to meet with an advisor at some point.

Priorities, sequencing and availability:

Admission to the College of Business (<http://www.business.appstate.edu/academics/admission.php>)

- The first priority is to complete requirements for admission to the COB. This includes courses, earned hours, required GPAs and (for students who entered ASU Fall 2004 or after) the computer proficiency test.
- If you do not feel prepared to take MAT 1030, then MAT 1020 is a good course to take to prepare for it. The hours for MAT 1020 will count as free electives outside of the COB.
- The Basic Computer Skills Proficiency Test can be taken during the freshman year and should be taken no later than the first semester of the sophomore year.

Management Courses (<http://www.business.appstate.edu/advising/checksheets.php>)

- MGT 3630 is a COB core course required of all business majors and should be taken as soon as possible by management majors. It is a prerequisite for most of the other management courses.
- MGT 3620 is a required course for all management majors and should be taken as early as possible by management majors concentrating in human resource management,
- MGT 3060 should be taken as soon as possible by management majors concentrating in entrepreneurship.
- Since most of the MGT courses are 4000 level, management majors can only take MGT 3630, 3620, and 3800 during the junior year.
- There are typically a few courses in the management major offered in the summer. However, students hoping to take management courses (or any other courses) in the summer should always check the summer schedule before spring semester begins so that their spring schedules can be adjusted if the courses planned for summer are not offered.
- The management department will often offer selected topics management courses (MGT 4530-4549) which will count as management electives, COB electives or 3000/4000 level free electives.
- **All other COB core courses must be taken prior to MGT 4750 (which must be taken during the final semester of course work). A graduation audit is required in order to get a permit for MGT 4750.**

Core Curriculum (<http://www.business.appstate.edu/advising/checksheets.php>)

- Core curriculum courses (except those listed as requirements for admission to the COB) **do not** have to be completed in order to be admitted to the COB.
- All designators will be automatically met by required courses with the exception of one or two MC (multicultural) designator which can be found in the social sciences, humanities, COB electives or free electives. Students who entered Fall 2005 or after and who are eligible to take HIS 1103 and an additional social science in place of HIS 1101/1102 may need an additional MC designator.

Internships: (<http://www.business.appstate.edu/career/internships.php>)

An internship is not required but is recommended. Internships are typically done during the summer between the junior and senior years. Students must be admitted to the COB to get credit for an internship. The internship is worth 6 sh credit which can be applied toward a MGT elective (3 sh only), COB electives or 3000/4000 level free electives (although six hours of MGT electives are required, only three of the internship hours can count towards the MGT electives). Students doing a management internship will be registered for MGT 3900 and will be expected to pay tuition for these hours. Anyone interested in doing a management internship for credit must contact Heidi Williams, Director of Career Services.



Planning Summer Classes

(<http://www.business.appstate.edu/advising/summer.php>)

Students planning to take summer classes either at ASU or at another school should pay special attention to which courses will be offered and (for courses taken at another school), how they will count. ASU's summer course offerings will not be available when students pre-register for spring classes (in the middle of the fall semester), but will be available before spring classes begin. Students who are planning to take summer courses at ASU must check the summer offerings BEFORE beginning spring courses in order to be certain that the courses that he/she needs will be offered. If they are not, the student may need to adjust his/her spring schedule.

Students planning to take courses at another school in the summer must complete a form (Permission to Take Course Work at Another School) in the Registrar's Office and, for 3000/4000 level courses, get the approval of the appropriate chairperson.

Basic Computer Skills Proficiency Test (<http://www.business.appstate.edu/advising/testsfaq.php>) – Students using a fall 2004 or later catalog must pass the Basic Computer Skills Proficiency Test in order to be admitted to the College of Business.

Check the COB Advising website (<http://www.business.appstate.edu/advising/>) for more information about COB admission requirements, proficiency test, major requirements, etc. that will help you with your academic planning.