School of Business Administration

Advising Information Session

March 2015
Planning your Summer/Fall 2015 schedule

As part of this information session, you have received:

• Your personal degree audit with notes on courses, number of hours remaining, etc.
• Student Guide – How to Search for Courses
• Student Guide – How to Register for Courses
• Prerequisite diagrams for SOBA classes

*Faculty expect that you will arrive for your appointment WITH YOUR SCHEDULE PREPARED – classes, sections, days and times preplanned.*

These can also be found online at: https://txwes.edu/academics/school-of-business-administration/meetadvisor
School of Business Majors (concentrations):

- Accounting
- Accounting with Forensic/Fraud Emphasis
- Finance
- General Business
- Management
- Marketing
You must earn at least 124 total hours to complete your degree from Texas Wesleyan.**

There are three parts of your degree program:

- GEC (General Education Curriculum) – 45 hours
- Major courses (see next page for details):
  - Required Related Courses – 3-15 hours
  - Business Core – 39 hours
  - Concentration/Business Advanced Electives – 27-30 hours
- Electives – 0-10 hours

**Students transferring-in or changing majors will usually have more than 124 hours.**
Major Courses
(including required related and business core)

- Advanced Business Applications (Excel 2010)*
- Mathematics for Business and Economic Analysis
- Fundamentals of Speech
- Accounting – Financial* and Managerial*
- MIS Analysis and Design
- International Business
- Principles of Economics – Macro* and Micro*
- Corporate Finance*

- Management Theory and Practice*
- Production/Operations Management
- Principles of Marketing*
- Business Statistics*
- Business Communication
- Business Law
- Business Policy and Decision Making

* Indicates courses that are prerequisites. Must earn a grade of C or higher.
Concentrations

• **Accounting** – 9 Accounting courses, 3 BAE*

• **Accounting-Forensic/Fraud** – 12 Accounting courses, no BAE

• **Finance** – 7 Finance courses, 3 BAE

• **General Business** – 1 Finance, 1 Marketing, 2 Management, 5 BAE

• **Management** – 5 Management courses, 4 BAE

• **Marketing** – 6 Marketing courses, 3 BAE

*BAE – Business Advanced Electives

*These numbers may vary slightly depending on your catalog*
Review of Handouts

- Your personal degree audit
- Student Guide – How to Search for Courses
- Student Guide – How to Register for Courses
- Prerequisite diagrams for SOBA classes
# How to read your degree audit

Below is an example of a degree audit page from Texas Wesleyan University, detailing the courses required to complete the degree. The page includes a table that outlines the required courses and their corresponding credits, along with notes on prerequisites and recommendations for students.

## Program Requirements

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Required Courses</th>
<th>Credits</th>
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<tbody>
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### Program Status: In Progress

<table>
<thead>
<tr>
<th>Required</th>
<th>Remaining</th>
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<tbody>
<tr>
<td>0.00</td>
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### Important Notes

- Students should consult with their advisor for any additional requirements or course substitutions.
- Ensure all prerequisites are met before enrolling in subsequent courses.

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### Notes for MAT 1302

- This course is recommended for students majoring in Business Administration.
- Students should consult with their advisor for placement in this course.

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### Course Requirements

- MAT 1302 is a prerequisite for MAT 2301.
- Students should complete MAT 1302 before enrolling in MAT 2301.

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### Additional Resources

- Texas Wesleyan University provides resources for students to plan their degree path and ensure they meet all graduation requirements.
- Students should regularly check the university catalog for updates and changes to degree requirements.

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### Contact Information

- For more information, students should contact their academic advisors or visit the university’s academic affairs office.
SOBA Prerequisite Guidelines

All courses that are prerequisites for subsequent SOBA courses must be passed with a C or higher (including ENG 1302 and MAT 1302).

Prerequisites cannot be waived by the professor.

*Please see the diagrams for specific prerequisite paths.*
Forms that accompany advising:

- **Request for Enrollment at Another University** (aka Concurrent Enrollment form) – if you are planning to take courses elsewhere, you must fill out this form and it must be approved by your advisor and the dean in order to ensure the course(s) will be accepted for transfer into your program.
- **Prerequisite Override** form - if you are currently enrolled in the prerequisite of a course, in order to be registered for the next course, you must complete this form. It should be signed by your advisor and the dean.
- **Overload Request** form – if you are planning to enroll in over 18 hours, you must complete this form and have it signed by your advisor and the dean. You MUST have a minimum GPA of 3.0 and have a valid reason for the request in order for this to be considered.

*These and other forms can be found on the Registrar’s webpage at:*
https://txwes.edu/academics/registrar/online-forms/*
Helpful Hints:

• You must be continuously enrolled in English and Math until you have completed all GEC requirements.

• If did not pass a course at Wesleyan (or made a D), it must be repeated at Wesleyan – you cannot take the course elsewhere and transfer it back to replace the grade/fulfill the prerequisite.
Helpful Hints:

• If you are planning to take specific courses or sections, please plan your schedules accordingly BEFORE you meet with your advisor. You will also need to register immediately when the time for your classification group opens in order to attain the section.

• Effective October 1, 2014, we will no longer accept business courses from Adams State University. You may take GEC and elective courses there, but no courses that fall under SOBA here will be applied towards your major (BUA, ACC, FIN, MGT, MKT).
Registration Dates:

- **Monday, March 30** – Registration opens for students with 91 hours and above
- **Wednesday, April 1** – Registration opens for students with 61 hours and above
- **Friday, April 3** – Registration opens for students with 31 hours and above
- **Tuesday, April 7** – Students with less than 31 hours can register
Registration Dates:

Online registration (Ramlink):
• Open for ALL students April 7 - August 16
• Late fees apply after June 16

Walk-in registration (Registrar’s Office):
• Open for ALL students April 7-August 21
• Late fees apply after June 16
Important Dates:

Easter Holiday: *Campus CLOSED* April 2-3, 2015

Spring 2015 Finals: May 6-12, 2015
(please do not plan to leave campus until after the 12th, even if your last final is before that)

*Faculty leave campus after finals and do not return until August 14.*

First day Fall 2015 classes: August 19, 2015
(please plan to arrive at least 3 days prior to the start of classes)
Please see your advisor and register for Summer and Fall 2015 BEFORE leaving to enjoy your Summer!
For a demonstration of how to use Ramlink to plan your schedule, please stay after the presentation.