Instructions for Department of Management Transcript Review Form
For Fall Semester 2018

Declared Management and Business Administration students currently taking the Principles courses (MGMT 335, OMIS 338, FINA 320, MKTG 310) must complete the attached form in order to get permission to enroll into upper division 300/400 level management courses. Students must meet the following criteria to be retained in the 300-400 level Management program:

1. Complete and return the Transcript Review Form and attach an unofficial transcript to the Department of Management by the Tuesday March 27th deadline. Go to www.myniu.niu.edu to print your unofficial transcript.

2. Complete MGMT 335, OMIS 338, FINA 320, and MKTG 310 with a C or better.

With this information, our advisor will review your records and help you develop a plan that gets you to graduation!

All students are required to attend the new major orientation on Tuesday, April 3rd, 3:30 p.m. – 5:00 p.m. The orientation will include distributing required permit numbers, course plans for your next three semesters and other information necessary for registration for Fall 2018 classes. Pizza will also be served.

Return completed form to: Department of Management
Barsema Hall 245, DeKalb, IL 60115
Phone: 815-753-1124
Fax: 815-753-6198

Note: Submission of this form does NOT declare your major if you are undecided or planning to change your major to Management or Business Administration. Major declarations are completed in the Undergraduate Studies in Business Office, Barsema Hall 201.

Questions? Contact mgmt@niu.edu or call 815-753-1124
Department of Management Transcript Review Request Form
Fall 2018

Z-ID: ___________________________ Date: ___________________________

Name: ___________________________________________________________________

Last    First    Middle Initial

Major/emphasis:  □ Management – Human Resource Management
                 □ Management – Leadership & Management
                 □ Management – Entrepreneurship & Social Responsibility
                 □ Business Administration

Projected Grad Date (Sem/Yr): _______________

Permanent Address: ___________________________ Local Address: ___________________________

 Permanent Phone #_________________ Cell Phone #___________________

Preferred e-mail address: __________________________________________________________

Did you transfer into NIU?  Yes    No
   If yes, where did you transfer from? ________________________________

Did you receive an Associate’s in Arts or Sciences?  Yes    No

Please check ALL of the following that apply:

[   ] Presently enrolled in MGMT 335
[   ] Presently enrolled in OMIS 338
[   ] Presently enrolled in FINA 320
[   ] Presently enrolled in MKTG 310
[   ] Already completed OMIS 338 with a C or better
[   ] Already completed MGMT 335 with a C or better
[   ] Already completed FINA 320 with a C or better
[   ] Already completed MKTG 310 with a C or better
Do you have an interest in learning more about any of the following programs? (Please check all that you are interested in)

[ ] Business Innovation & Entrepreneurship Minor
[ ] Social Entrepreneurship Minor
[ ] Social Entrepreneurship Certificate
[ ] Other minors or certificates? Please list here: _____________________

*Please note that this form does not formally declare your minor, but it helps us build out your course plan.

Your unofficial transcript must be attached.
Please sign below indicating that all the information you have provided is accurate and that you have read the “Instructions for Department of Management Transcript Review Form.”

____________________________________  
Signature

For Office Use Only:  Principles: ________

Date Rec’d: __________  Letter sent: ____________  [ ] Continue  [ ] Don’t continue