Live it. 
Learn it. 
Do it.

COLLEGE OF BUSINESS
ADVISING HANDBOOK
Our professional advisors in Undergraduate Advising & Student Resources will advise you regarding the lower-level business program. Once you are enrolled in the upper-level business program (300/400 level business courses), you will be advised through your major department.

Advising Staff
Lori Marcellus, Director
Megan Woodruff, Academic Counselor

Undergraduate Majors
Accountancy
Business Administration
Finance
Management
Marketing
Operations & Information Management

Department Websites
Accountancy: cob.niu.edu/accy
Business Administration: cob.niu.edu/bsba
Finance: cob.niu.edu/fina
Management: cob.niu.edu/mgmt
Marketing: cob.niu.edu/mktg
Operations Mgmt & Info Systems: cob.niu.edu/omis

Math Placement Exam Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Required Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Math 211 – Calc. for Business/Social Science OR Math 229 – Calculus I</td>
</tr>
<tr>
<td>B</td>
<td>Math 211 – Calc. for Business/Social Science</td>
</tr>
<tr>
<td>C</td>
<td>Math 110 – College Algebra</td>
</tr>
<tr>
<td>D* +</td>
<td>KCMA 098 – Intermediate Algebra</td>
</tr>
<tr>
<td>E* +</td>
<td>Additional placement test needed; contact Testing Services at (815)753-1203</td>
</tr>
</tbody>
</table>

* Register for this course through Kishwaukee College: information will be sent to student’s NIU email account
+ Not Available for credit

Helpful Websites

- Register Online / Schedule of Classes (MyNIU): myniu.niu.edu
- Registration & Records: niu.edu/regrec
- Articulation Handbook (community college course equivalents): niu.edu/admissions/transfer/credits
- Bursar’s Office (tuition, refund info): niu.edu/bursar
- Financial Aid: niu.edu/fa
- Scholarship: cob.niu.edu/scholarships
- Student Email Account: O365.niu.edu
- Undergraduate Catalog: catalog.niu.edu
- Withdrawl procedures: niu.edu/withdrawals

Recommended Computer for Business Students

- Any brand of computer is acceptable, including Apple. The optimal characteristics of the computer are as follows: Intel Core i5, 8 GB of RAM (or higher), 500 GB hard drive, DVD±RW/CD-RW combo drive, WiFi capable, and Windows 10 (or Mac OS X 10.12).
- A laptop/notebook computer with WiFi capabilities (wifi certified, 2.4GHz or 5 GHz compatible) is highly recommended for business students. Campus residence halls are all equipped with WiFi coverage. Software required for business courses can either be downloaded for free or accessed via the college’s unique 24/7 AnywhereLab. The AnywhereLab can be accessed from your computer or mobile device anywhere you have an internet connection.
# GENERAL EDUCATION REQUIREMENTS
## 2018-2019 UNDERGRADUATE CATALOG

<table>
<thead>
<tr>
<th>FOUNDATIONAL STUDIES</th>
</tr>
</thead>
</table>

## WRITING REQUIREMENTS
ENGL 103 & 203 with a C or better, or 204 if placed into ENGL 204 (or pass the Writing Composition Foundational Studies Competency Exam, or equivalent transfer credit, or AP credit)

## ORAL COMMUNICATION REQUIREMENTS
COMS 100 (or pass Oral Communication Foundational Studies Competency Exam, or equivalent transfer credit)

## QUANTITATIVE LITERACY REQUIREMENTS
MATH 101 or obtaining a C or better in MATH 155, 201, 206, 210, 211 or 229
OR C or better in STAT 208, STAT 350, or ISYE 335; and obtaining a C or better in MATH 110, or ACT mathematics score of at least 24, or SAT mathematics score of at least 560, or A/B level placement on the mathematics placement exam
Obtaining equivalent transfer credit OR Passing the Mathematics Competency Exam

## KNOWLEDGE DOMAIN REQUIREMENTS:
There is a required minimum of 21 semester hours in the three General Education Knowledge Domains. The required minimum of 21 semester hours in Knowledge Domain studies cannot include more than two courses in any one department. **A minimum of 6 semester hours in each domain area below and one additional 3 hour course from any Knowledge Domain area is required. Please Note:** Bold courses also fulfill the Human Diversity Requirement.

### CREATIVITY AND CRITICAL ANALYSIS:
- ANTH 102, 210
- ART 100, 101, 102, 103
- ARTH 282, 292, 294, 340, 350, 362
- COMS 203, 220, 230, 356, 480
- ENGL 110, 115, 116, 117, 310, 315, 340, 350, 361
- EPFE 321, 400, 410
- EPS 300, 430
- ETT 231
- FCLL 271, FLFR 371, FLIT 272, FLRU 361
- FSMD 262
- HIST 110, 112, 140, 141, 170, 171, 260, 261, 352, 369, 383
- IDSP 225
- ILAS 100
- JOUR 350
- KNPE 393
- LEMS 152
- LTR 190
- MEE 382
- MGMT 227, 311, 327
- MUHL 220, 221, 222
- PHIL 101, 103, 105, 251
- POLS 150, 251
- TH-D 222, 474
- THEA 203, 370
- WGST 202

### NATURE AND TECHNOLOGY:
(Underlined courses are 4 semester hours)
- ANTH 103, 240
- ARTH 331
- BIOS 101, 103, 103 + 105, 106, 107, 109
- CHEM 100, 110, 110 + 111, 210, 210 + 212, 211, 211 + 213
- CSCI 205
- ELE 100
- ENV 210
- ETR 450
- ETT 234
- GEOG 101, 101 + 102, 105, 105 + 106, 253
- GEOL 103, 104, 105, 120, 120 + 121
- HIST 323, 377
- ILAS 261
- ISLE 100
- JOUR 350
- KNPE 100
- LEMS 152
- MEE 101
- NUTR 201
- OMIS 259
- PHIL 205
- PHYS 150, 150 + 151, 162, 180, 180 + 181, 210, 211, 253, 273
- PSYC 345, 481
- STS 301
- TECH 245, 294

### SOCIETY AND CULTURE:
(Underlined courses are business core requirements)
- ANTH 104, 105, 120, 220, 230, 302, 465
- ART 465
- ARTE 109
- ARTH 310, 320, 330, 360, 361, 370, 380
- BIOS 324X
- BKST 200, 211, 219, 300, 440
- COMD 220
- COMS 240, 362, 403, 410
- ECON 160, 260, 261
- ENGL 318
- ENV 303
- EPFE 201, 355, 440
- EPS 307
- ETR 451
- FIN 315
- GEOM 202, 204, 324X
- HDFS 207, 230, 280
- HIST 343, 349, 355, 361, 364, 365, 381, 382, 386, 388
- IVA 201
- KNPE 111
- LEMS 365
- LGBT 350
- MGMT 417
- MUHL 431
- NNGO 100
- NUTR 406
- PHHE 206, 295, 315
- PHIL 336
- POLS 100, 210, 220, 260, 285
- PSYC 102, 225, 245
- REHB 200, 400
- SEAS 225
- SEE 401
- SICO 401
- SEVI 205
- SOC 170, 250, 260, 270, 354
- WGST 101, 201, 324
NIU’s College of Business offers six undergraduate programs in Accountancy, Business Administration, Finance, Management, Marketing, and Operations & Information Management. To enroll in MGMT 335, a student must complete a Transcript Review Form in Undergraduate Advising & Student Resources, Barsema Hall 201, and have completed the following criteria:

- A minimum of 45 earned credits
- A minimum cumulative GPA of 2.50 (Transfer & NIU)*
- A grade of C or better in the 100- and 200-level Foundations of Business courses listed below

### Table of Foundations of Business Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ACCY 206 Introductory Financial Accounting</td>
</tr>
<tr>
<td>2.</td>
<td>ACCY 207 Introductory Cost Management</td>
</tr>
<tr>
<td>3.</td>
<td>MGMT 217 Legal Environment of Business</td>
</tr>
<tr>
<td>4.</td>
<td>OMIS 259 Introduction to Business Information Systems</td>
</tr>
<tr>
<td>5.</td>
<td>UBUS 100+ Career Compass</td>
</tr>
<tr>
<td>6.</td>
<td>UBUS 223 Introduction to Business Statistics</td>
</tr>
<tr>
<td>7.</td>
<td>ECON 260 Principles of Microeconomics</td>
</tr>
<tr>
<td>8.</td>
<td>ECON 261 Principles of Macroeconomics</td>
</tr>
<tr>
<td>9.</td>
<td>ENGL 203 (or 204) Rhetoric and Composition II (or Rhetoric and Composition)</td>
</tr>
<tr>
<td>10.</td>
<td>MATH 211 (or 229) Calculus for Business and Social Science (or Calculus I)</td>
</tr>
<tr>
<td>11.</td>
<td>PSYC 102 Introduction to Psychology</td>
</tr>
</tbody>
</table>

**NOTE:** In addition to scheduling assistance, it is important to meet with a college advisor in Undergraduate Advising & Student Resources each semester, as some of our departments require additional criteria for retention in their programs.

All business majors must complete FINA 320, MGMT 335, MKTG 295, OMIS 338 prior to enrolling in 400-level business courses.

* GPA calculations use all attempted transferable courses at community colleges, universities, and NIU coursework. Meet with an advisor for additional information.

+ This course is optional for transfer students with 45 or more credit hours.
SUGGESTED SCHEDULE
2018-2019 UNDERGRADUATE CATALOG

SCHEDULES VARY DEPENDING ON PLACEMENT EXAMS, SUMMER COURSEWORK, REPEATS, AND TRANSFER CREDIT.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours</th>
<th>Semester 2</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 100*</td>
<td>3</td>
<td>ENGL</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>3</td>
<td>MATH**</td>
<td>3</td>
</tr>
<tr>
<td>MATH**</td>
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<td>MGMT 217</td>
<td>3</td>
</tr>
<tr>
<td>OMIS 259</td>
<td>3</td>
<td>PSYC 102</td>
<td>3</td>
</tr>
<tr>
<td>UBUS 200</td>
<td>0</td>
<td>UBUS 100</td>
<td>1</td>
</tr>
<tr>
<td>Passport Introduction</td>
<td>1-3</td>
<td>General Education</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15-17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Hours</th>
<th>Semester 4</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCY 206</td>
<td>3</td>
<td>ACCY 207</td>
<td>3</td>
</tr>
<tr>
<td>ECON 260 or 261</td>
<td>3</td>
<td>ECON 261 or 260</td>
<td>3</td>
</tr>
<tr>
<td>UBUS 223</td>
<td>3</td>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>3</td>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Human Diversity</td>
<td>3</td>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 5 Schedule by Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCY</td>
</tr>
<tr>
<td>FINA 320</td>
</tr>
<tr>
<td>OMIS 338</td>
</tr>
<tr>
<td>ACCY 310</td>
</tr>
<tr>
<td>ACCY 331</td>
</tr>
<tr>
<td>ACCY 370</td>
</tr>
<tr>
<td>UBUS 200</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>MGMT</td>
</tr>
<tr>
<td>FINA 320</td>
</tr>
<tr>
<td>MGMT 335</td>
</tr>
<tr>
<td>MKTG 295</td>
</tr>
<tr>
<td>OMIS 338</td>
</tr>
<tr>
<td>OMIS 351</td>
</tr>
<tr>
<td>MGMT 395</td>
</tr>
<tr>
<td>UBUS 200</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

* COMS 100 must be completed during freshman or sophomore year.
** Scheduling of appropriate MATH course will depend on Math Placement results.

UBUS 100: Career Compass must be completed prior to enrollment in FINA 320, MGMT 335, MKTG 295, OMIS 338.
UBUS 200: Passport Introduction is required prior to or concurrently with FINA 320, MGMT 335, MKTG 295, OMIS 338.
UBUS 201: Passport Culmination is required during a student's graduating semester.

NOTE: In addition to scheduling assistance, it is important to meet with a college advisor in Undergraduate Advising & Student Resources each semester as some of our departments require additional criteria for retention in their programs.
Not sure what area of business is right for you? Or have you known what your major will be since you were five? Either way, the Career Compass program is designed to help assist you become familiar with NIU’s College of Business. The program will help you DISCOVER more about your business self, help you with your DECISION of an academic career path, and help you start preparing to reach your career DESTINATION.

Required for all College of Business freshmen, Career Compass is a 1 credit hour course taken during the 2nd semester freshman year. Completion of the program will be required for students to be eligible to enroll in the upper level business program (300/400 level course work).

DISCOVER: Complete a self assessment through CareerLeader® software, utilized by over 400 top business schools and corporations. Unlike previous aptitude tests you may have taken, an individualized report centered solely around the field of business is created that will help you identify your business interests, abilities, and motivators as well pinpoint your strengths, weakness, and potential organizational culture matches.

DECISION: Get introduced to the distinctive characteristics of each of the six majors in the College of Business. Become informed on what separates the majors and the career and employment options to which they lead. Make connections between your CareerLeader® assessment results and the major that fits you best. Explore additional education opportunities, such as minors and certificates, that will help create your personal career path and reach your career goals.

DESTINATION: Begin to explore the tools you will need to help you reach your career destination. Gain knowledge in professional communication such as resume writing and cover letters. Learn the importance of internships, how to conduct an internship search, and how to get the most out of attending internship and job fairs. Learn how to identify new networking opportunities as well as how to recognize those existing networking resources you may not have realized you already have access to.

Questions?
Contact the Career Compass coordinator at careercompass@niu.edu or 815-753-1325
How will you stand out? In today’s competitive job market, it is crucial to graduate with more than just your degree. Our employers express a desire to hire well-rounded graduates capable of dealing with modern business challenges. The Business Passport Program will enhance your coursework with experiences that deepen what you learn inside the classroom and engage you within the University.

You will...

- Network and connect with peers and professionals
- Develop broad interests AND deepen your expertise
- Build a stronger resume with skills employers seek
- Customize your experiences and create your own Personal Brand

ENROLL IN UBUS 200—PASSPORT INTRODUCTION

UBUS 200 IS REQUIRED FOR ALL BUSINESS STUDENTS. THIS CLASS IS A ONE-TIME INTRODUCTORY WORKSHOP TO THE PROGRAM.

For more information visit: www.cob.niu.edu/passport
**WITHDRAWAL INFORMATION**

2018-2019 UNDERGRADUATE CATALOG

*Merely ceasing to attend classes does NOT cancel enrollment or qualify the student for a reduction of course charges.*

See chart and detailed procedures below including the Undergraduate Academic Calendar for appropriate deadlines for adding/dropping a course and for withdrawals.

Other deadlines may apply for 14-week, summer, and dynamic (non-standard) courses. Refer to MyNIU for course specific deadlines.

### Schedule Change Process for 16 week courses (full semester)

<table>
<thead>
<tr>
<th>Action</th>
<th>Dates Start with First Week of Semester</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop all courses</td>
<td>Prior to the first day of class</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Add a course</td>
<td>Week 1</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Add a course</td>
<td>Week 2</td>
<td>Contact department/school of course</td>
</tr>
<tr>
<td>Drop a course</td>
<td>Week 1</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Drop a course</td>
<td>Week 2</td>
<td>Contact major college or Academic Advising Center</td>
</tr>
<tr>
<td>Withdraw from a course</td>
<td>Week 3 through end of week 8</td>
<td>Contact major college or Academic Advising Center</td>
</tr>
<tr>
<td>Withdraw from the university</td>
<td>Week 1 through end of week 8</td>
<td>Contact major college or Academic Advising Center</td>
</tr>
<tr>
<td>Withdraw from the university</td>
<td>Week 9 through end of week 12 (with academic jeopardy)</td>
<td>Contact major college or Academic Advising Center</td>
</tr>
</tbody>
</table>

### Schedule Change Process for 8 week sessions (first and last half semester)

<table>
<thead>
<tr>
<th>Action</th>
<th>Dates Start with First Week of Session</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop all courses</td>
<td>Prior to the first day of semester</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Add a course</td>
<td>Week 1 of session</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Drop a course</td>
<td>Week 1 of session</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Withdraw from a first-half course</td>
<td>Week 2 of session through end of week 4 of session</td>
<td>Contact major college or Academic Advising Center</td>
</tr>
<tr>
<td>Withdraw from a second-half course</td>
<td>Week 2 of session through end of week 4 of session</td>
<td>Contact major college or Academic Advising Center</td>
</tr>
<tr>
<td>Withdraw from the university</td>
<td>Week 1 of session through end of week 4 of session</td>
<td>Contact major college or Academic Advising Center</td>
</tr>
<tr>
<td>Withdraw from the university</td>
<td>Week 5 of session through end of week 6 of session (with academic jeopardy)</td>
<td>Contact major college or Academic Advising Center</td>
</tr>
</tbody>
</table>
Fall Semester 2018

April-August
New student and family orientation sessions

August 20-24, Monday - Friday
Department, college, and university faculty meetings

August 27, Monday
Classes begin

September 1, Saturday
Last day to apply for Fall 2018 graduation via self-service in MyNIU

September 2, Sunday
Last day for undergraduates to add or drop a first-half-semester or full-semester course via self-service in MyNIU

September 3, Monday
Labor Day (university closed)

September 4, Tuesday
Last day for undergraduates to add a first-half-semester course with approval of course department
Last day for undergraduates to drop a first-half-semester course with approval of major college

September 7, Friday
Last day for undergraduates to add a full-semester course with approval of course department
Last day for undergraduates to drop a full-semester course with approval of major college

September 10, Monday
Last day for undergraduates to make up a mark of “I” (incomplete) from the Spring 2018 semester

September 14, Friday
Last day for undergraduates to change a first-half-semester or full-semester course from credit to audit or from audit to credit

September 21, Friday
Last day for undergraduates to withdraw from a first-half-semester course

October 19, Friday
Last day for undergraduates to withdraw from a full-semester course or from the university without academic jeopardy

October 21, Sunday
End of the first-half of the semester

October 22, Monday
Beginning of the second-half of the semester

October 28, Sunday
Last day for undergraduates to add or drop a second-half-semester course via self-service in MyNIU

October 29, Monday
Last day for undergraduates to add a second-half-semester course with approval of course department
Last day for undergraduates to drop a second-half-semester course with approval of major college

November 9, Friday
Last day for undergraduates to change a second-half-semester course from credit to audit or from audit to credit

November 16, Friday
Last day for undergraduates to withdraw from a second-half-semester course
Last day for undergraduates to withdraw from the university with academic jeopardy
Last day for undergraduates enrolled only in second-half-semester courses to withdraw from the university

November 21-25, Wednesday - Sunday
Thanksgiving break

November 26, Monday
Classes resume
Last day to change or declare a major to be effective for the fall semester

December 8, Saturday
Classes end

December 10, Monday
Last day for undergraduates to make up a mark of “I” (incomplete) from the Summer 2018 session

December 10-15, Monday - Saturday
Final examinations

December 16, Sunday
End of fall semester
Undergraduate fall commencement
Spring Semester 2019

October-January
New student and family orientation sessions

January 7-11, Monday - Friday
Department and college faculty meetings

January 14, Monday
Classes begin

January 20, Sunday
Last day for undergraduates to add or drop a first-half-semester or full-semester course via self-service in MyNIU

January 21, Monday
Martin Luther King, Jr. Day (university closed)

January 22, Tuesday
Last day for undergraduates to add a first-half-semester course with approval of course department
Last day for undergraduates to drop a first-half-semester course with approval of major college

January 25, Friday
Last day for undergraduates to add a full-semester course with approval of course department
Last day for undergraduates to drop a full-semester course with approval of major college

February 1, Friday
Last day to apply for Spring 2019 graduation via self-service in MyNIU
Last day for undergraduates to change a first-half-semester or full-semester course from credit to audit or from audit to credit

February 8, Friday
Last day for undergraduates to withdraw from a first-half-semester course

March 8, Friday
Last day for undergraduates to withdraw from a full-semester course or from the university without academic jeopardy

March 9, Saturday
End of the first-half of the semester

March 10-17, Sunday - Sunday
Spring recess

March 18, Monday
Classes resume and beginning of the second-half of the semester

March 24, Sunday
Last day for undergraduates to add or drop a second-half-semester course via self-service in MyNIU

March 25, Monday
Last day for undergraduates to add a second-half-semester course with approval of course department
Last day for undergraduates to drop a second-half-semester course with approval of major college

April 5, Friday
Last day for undergraduates to change a second-half-semester course from credit to audit or from audit to credit

April 12, Friday
Last day for undergraduates to withdraw from a second-half-semester course
Last day for undergraduates to withdraw from the university with academic jeopardy
Last day for undergraduates enrolled only in second-half-semester courses to withdraw from the university

April 15, Monday
Last day for undergraduates to make up a mark of “I” (incomplete) from the Fall 2018 semester

April 19, Friday
Last day to change or declare a major to be effective for the spring semester

May 2, Thursday
Classes end

May 3, Friday
Reading Day

May 4, 6-10, Saturday, Monday - Friday
Final examinations

May 11, Saturday
End of spring semester
Undergraduate spring commencement
Live it. Learn it. Do it.