

COLLEGE OF BUSINESS

IMPORTANT INFORMATION



NORTHERN ILLINOIS UNIVERSITY
College of Business

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
Sam Baker, Assistant Director
Russell Devereaux, Academic Counselor
Megan Woodruff, Academic Counselor

Undergraduate Advising & Student Resources

Barsema Hall 201, 815-753-1325

Fax: 815-753-1328

Office Hours:

Monday - Friday, 8:00 a.m. - 4:30 p.m.

Advising by appointment only

cob.niu.edu/advising

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

<u>Level</u>	<u>Required Course</u>
A	Math 211 – Calc. for Business/Social Science OR Math 229 – Calculus I
B	Math 211 – Calc. for Business/Social Science
C	Math 110 – College Algebra
D* +	KCMA 098 – Intermediate Algebra
E* +	Additional placement test needed; contact Testing Services at (815)753-1203
*	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/plan/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](mailto:O365@niu.edu)
Undergraduate Catalog: catalog.niu.edu
Withdrawal 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

2017-2018 UNDERGRADUATE CATALOG

FOUNDATIONAL STUDIES

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.**

CREATIVITY AND CRITICAL ANALYSIS:

ANTH 102, 210	FSMD 262	MEE 382
ART 101	HIST 110, 111, 112, 140, 141, 170, 171, 260, 261, 352, 369, 383	MGMT 227, 311, 327
ARTH 282, 292, 294, 340, 350	IDSP 225	MUHL 220, 221, 222
COMS 203, 220, 230, 356, 480	ILAS 100	PHIL 101, 105, 231
ENGL 110, 115, 116, 117, 310, 315, 340, 350	JOUR 350	POLS 150, 251
EPFE 321, 400, 410	KNPE 393	TH-D 222, 474
EPS 300, 430	LTRE 190	THEA 203, 370
ETT 231		WGST 202
FLCL 271, FLFR 371, FLIT 272, FLRU 361		

NATURE AND TECHNOLOGY: (Underlined courses are 4 semester hours)

ANTH 103, 240	ETT 234	NUTR 201
ARTH 331	GEOG 101, <u>101 + 102</u> , 105, <u>105 + 106</u> , 253	OMIS 259
BIOS 101, 103, <u>103 + 105</u> , 106, 107, 109	GEOL 103, 104, 105, 120, <u>120 + 121</u>	PHIL 205
CHEM 100, 110, <u>110 + 111</u> , 210, <u>210 + 212</u> , 211, <u>211 + 213</u>	HIST 323, 377	PHYS 150, <u>150 + 151</u> , 162, 180, <u>180 + 181</u> , <u>210</u> , <u>211</u> , <u>253</u> , <u>273</u>
CSCI 205	ILAS 261	PSYC 345, 481
ELE 100	ISYE 100, 250, 420	STAT <u>301</u>
ENVS 210	KNPE 100	TECH 245, 294
ETR 450	MEE 101	

SOCIETY AND CULTURE:

AHRS 200	EPS 307	MUHL 431
ANTH 120, 220, 230, 302, 465	ETR 451	NNGO 100
ART 465	ETT 211, 329	NUTR 406
ARTE 109	FINA 115	PHHE 206, 295, 315
ARTH 310, 320, 330, 360, 361, 370, 380	GEOG 202, 204, 324X	PHIL 336
BIOS 324X	HDFS 207, 230, 280	POLS 100, 210, 220, 260, 285
BKST 200, 211, 219, 300, 440	HIST 270, 271, 343, 349, 355, 361, 381, 382, 386, 388	PSPA 220X
COMD 220	KNPE 111	PSYC 102 , 225, 245
COMS 240, 362, 403, 410	LESM 365	SEAS 225
ECON 160, 260 , 261	LGBT 350	SEEC 401
ENVS 303	MGMT 417	SOCI 170, 250, 260, 270, 354
EPFE 201, 355, 440		WGST 101, 201, 324

BUSINESS CORE REQUIREMENTS

2017-2018 UNDERGRADUATE CATALOG

NIU's College of Business offers six undergraduate programs in Accountancy, Business Administration, Finance, Management, Marketing, and Operations & Information Management. *To enroll in FINA 320, MGMT 335, MKTG 310, 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 business core listed below

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

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.

* GPA is based on all transferable courses attempted at community colleges and universities, as well as attempted NIU coursework. Meet with an advisor for further information.

+ This course is optional for transfer students with 45 or more credit hours.

SUGGESTED SCHEDULE

2017-2018 UNDERGRADUATE CATALOG

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
COMS 100*	3	ENGL 203	3
ENGL 103 (or ENGL 204 if placed into)	3	MATH 211**	3
MATH Course**	3	MGMT 217	3
OMIS 259	3	PSYC 102	3
UBUS 200 Passport Introduction	0	UBUS 100 Career Compass	1
UNIV 101 or UBUS 101 (optional)	1-3	General Education	3
General Education	3		

15-17

16

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
ACCY 206	3	ACCY 207	3
ECON 260 or 261	3	ECON 261 or 260	3
UBUS 223	3	General Elective	3
General Education	3	General Elective	3
General Education	3	General Elective	3

15

15

Semester 5 Schedule by Major

<u>ACCY</u>	<u>Hours</u>	<u>BUSADM</u>	<u>Hours</u>	<u>FINA</u>	<u>Hours</u>
FINA 320	3	FINA 320	3	FINA 320	3
OMIS 338	3	MGMT 335	3	MGMT 335	3
ACCY 310	3	MKTG 310	3	OMIS 338	3
ACCY 331	3	OMIS 338	3	ACCY 306	3
ACCY 370	1	OMIS 351/MGMT 346	3	FINA 395	3
UBUS 200	0	UBUS 200	0	UBUS 200	0
	13		15		15

<u>MGMT</u>	<u>Hours</u>	<u>MKTG</u>	<u>Hours</u>	<u>OMIS</u>	<u>Hours</u>
FINA 320	3	FINA 320	3	FINA 320	3
MGMT 335	3	MGMT 335	3	MGMT 335	3
MKTG 310	3	MKTG 310	3	MKTG 310	3
OMIS 338	3	OMIS 338	3	OMIS 338	3
OMIS 351	3	OMIS 351	3	OMIS 351	3
MGMT 395	1	UBUS 200	0	UBUS 200	0
UBUS 200	0				
	16		15		15

* **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 310.

UBUS 200 Passport Introduction is required prior to or concurrently with FINA 320, MGMT 335, MKTG 310.

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.

One General Education course should meet the Human Diversity requirement.

What's your career compass? discovery. **decision.** destination.

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



NORTHERN ILLINOIS UNIVERSITY
College of Business

STAND OUT!

Business Passport Program

BUSINESS COMMUNICATIONS • LEADERSHIP • GLOBAL AWARENESS



CAREER DEVELOPMENT • ETHICS • SERVICE • EXPERIENTIAL LEARNING

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



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WITHDRAWAL INFORMATION

2017-2018 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)

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

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

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

ACADEMIC YEAR CALENDAR

2017-2018 UNDERGRADUATE CATALOG

Fall Semester 2017

April-August

New student and family orientation sessions

August 21-25, Monday - Friday

Department, college, and university faculty meetings

August 28, Monday

Classes begin

September 1, Friday

Last day to apply for Fall 2017 graduation via self-service in MyNIU

September 3, Sunday

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

September 4, Monday

Labor Day (university closed)

September 5, 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 8, 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 11, Monday

Last day for undergraduates to make up a mark of "I" (incomplete) from the Spring 2017 semester

September 15, 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 22, Friday

Last day for undergraduates to withdraw from a first-half-semester course

October 20, Friday

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

October 22, Sunday

End of the first-half of the semester

October 23, Monday

Beginning of the second-half of the semester

October 29, Sunday

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

October 30, 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 10, Friday

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

November 17, 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 22-26, Wednesday - Sunday

Thanksgiving break

November 27, Monday

Classes resume

Last day to change or declare a major to be effective for the fall semester

December 9, Saturday

Classes end

December 11, Monday

Last day for undergraduates to make up a mark of "I" (incomplete) from the Summer 2017 session

December 11-16, Monday - Saturday

Final examinations

December 17, Sunday

End of fall semester

Undergraduate fall commencement and degree conferral

ACADEMIC YEAR CALENDAR

2017-2018 UNDERGRADUATE CATALOG

Spring Semester 2018

October-January

New student and family orientation sessions

January 8-12, Monday - Friday

Department and college faculty meetings

January 15, Monday

Martin Luther King, Jr. Day (university closed)

January 16, Tuesday

Classes begin

January 21, Sunday

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

January 22, Monday

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 26, 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, Thursday

Last day to apply for Spring 2018 graduation via self-service in MyNIU

February 2, Friday

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

February 9, Friday

Last day for undergraduates to withdraw from a first-half-semester course

March 9, Friday

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

March 10, Saturday

End of the first-half of the semester

March 11-18, Sunday - Sunday

Spring recess

March 19, Monday

Classes resume and beginning of the second-half of the semester

March 25, Sunday

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

March 26, 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 6, Friday

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

April 13, 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 16, Monday

Last day for undergraduates to make up a mark of "I" (incomplete) from the Fall 2017 semester

April 20, Friday

Last day to change or declare a major to be effective for the spring semester

May 3, Thursday

Classes end

May 4, Friday

Reading Day

May 5, 7-10, Saturday, Monday - Friday

Final examinations

May 12, Saturday

Undergraduate spring commencement and degree conferral

May 13, Sunday

End of spring semester