



NEIL GRIFFIN COLLEGE OF BUSINESS



Ms. Christine Perry, NGCOB Undergraduate Academic Advisor
Business Advising Center, Room 101
Email: cperry@astate.edu * Phone: (870) 972-3119

Christine Perry

Academic Advising Coordinator

Office

- Business Advising Center
- Room 101A

Contact Me

- cperry@astate.edu
- Extension 3119

Advisees

- Transfer Students – First Semester
- 2nd Degree Students – First Semester
- Juniors and Seniors
- Graduation

New Advising Structure

LEVEL	ADVISOR
Freshman (0-29 Hours)	Mrs. Kerry Tew – Advises from 0-25 Hours (2 Sems); except Accounting
Sophomores (30-59)	Dr. Philip Tew – Advises from 26-55 Hours (2 Sems); except Accounting
Junior's (60-89)	Faculty and Ms. Christine Perry – Advises 56-120 hours.
Senior's (90 plus)	Faculty and Ms. Christine Perry – Advises 56-120 hours.
Accounting Degree	Accounting Faculty Only
MBA	Dr. Matt Hill, Director; Jessica McBride, MBA Assistant
MAac	Dr. John Robertson, Coordinator

NOTES:

- Student will be assigned to advisors based upon overall hours.
- The NGCOB will transition students to faculty for advising when the student has reached 55 hours.
- Freshmen who bring in over 30 to 60 concurrent hours, will be assigned to a faculty advisor after their first semester. Please do not send them to us to be reassigned. Remember we assign advisor based on overall hours.
- Students who are getting A.S. Degrees will be assigned to advisors once they hit the 25 hour mark. A.S. degrees are only 60 hours.

Advising Basics – University Policies

Maximum Hours Per Semester

- Fall & Spring – 18 hours.
- Summer – 14 hours total.
 - 7 hours per summer term.
- Winter or Spring Interims: 3 hours total.
- Course Overloads – Requires Approved Form
 - Graduating Seniors (19 hours)
 - Students with a 3.50 or above (21 hours)



Associate Degrees

- Associate degrees from Arkansas schools satisfy University Gen Ed. Requirements.
- Students are required to meet these specific NGCOB Degree requirements:
 - “C” or better in Comp I and Comp II
 - **“C” in Business Calculus**
 - **Macroeconomics**
 - **Microeconomics**
 - **Oral Communications**

Second Degrees

- Students are required to meet these specific University and NGCOB Gen Ed degree requirements:
 - “C” or better in Comp I and Comp II
 - US Requirement: US History or US Government.
 - **“C” in Business Calculus**
 - **Macroeconomics**
 - **Microeconomics**
 - **Oral Communications**

Advising Basics – University Policies

Re-Computing Grades

- Students can only repeat courses with “D’s” or “F’s”.
- Students can re-compute up to 18 hours.
- Students will require a “REPEAT” Override for all courses repeated.
- Recomputed grades have an “E” beside them on transcripts.

Academic Standing:		Good Standing							
Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R	
COMS	1203	UG	ORAL COMMUNICATION	A	3.000	12.00			
ECON	2313	UG	PRIN OF MACROECONOMICS	D	3.000	0.00		E	
ENG	1013	UG	COMPOSITION II	A	3.000	12.00			
HIST	2763	UG	THE UNITED STATES TO 1876	A	3.000	12.00			
PHSC	1201	UG	PHYSICAL SCIENCE LAB	B	1.000	3.00			
PHSC	1203	UG	PHYSICAL SCIENCE	C	3.000	6.00			
Term Totals (Undergraduate)									
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:				16.000	13.000	13.000	13.000	45.00	3.46
Cumulative:				47.000	44.000	44.000	44.000	148.00	3.36

Academic Probation and Suspension

- **Academic Probation:** Students overall or semester GPA drops below a 2.00.
- **Academic Suspension:** Students overall and semester GPA drops below a 2.00.
- **First Suspension** – Students must participate in the Restart Program to register for classes.
- **Second Suspension** – Mandatory one year suspension.
 - Form is required to be filled out upon return.
 - Students only remain active within the A-State system for 3 terms. Students will need to check with Admissions to make sure that they are still active within the system. If they are not, then they will be required to re-admit before they will be able to register for classes.

Advising Basics – University Policies

Appeals Process:

- Undergraduate Graduation & Academic Credit Appeals Committee meets on the **1st Tuesday of the month at 2:00 p.m.**
- Chairman and NGCOB Representative is Dr. Dwayne Powell.

Procedure to Petition:

- Student submits completed [Undergraduate Graduation and Academic Credit Petition form](#), letter of explanation, and transcript to Ms. Perry, cperry@astate.edu.
- Ms. Perry will then sign and email items (petition form, letter of explanation and transcript) to Dr. Dwayne Powell for college review.
- Petition and college decision must be submitted to the Registrar's Office prior to the University Committee meeting.
- College representative brings copies to the meeting for review by University Committee.
- University Committee makes final decision.

Advising Basics – NGCOB Degree Rules

- “C” or better in:
 - ENG 1003 & ENG 1013 – English Comp I & II.
 - MATH 2143 – Business Calculus OR MATH 1023 (BA ECONS)
 - CIT/ISBA 1503 – Microcomputer Applications
 - ACCT 2033 – Introduction to Financial Accounting
 - Accounting Majors or any other Degree that requires an upper level Accounting class in it's major (BUAD) will also have to make C's in ACCT 2133 and STAT 3233 or ECON 2113.
- Institution: 2.00 GPA or higher. (Listed on the transcript or in Degree Works.)
- Overall: 2.250 GPA or higher. (Listed on the transcript or in Degree Works.)
- Business Core: All C's or above or an overall GPA of 2.250.
- Majors/Emphasis: All C's or above or an overall GPA of 2.250.
- Exceptions:
 - Accounting 2.500 with C's or better within the major.
 - Accounting also has a 3 strikes rule for their upper level Accounting classes.
 - Economics, B.A., Economics, Pre-Law, A.S. in ISBA requires a 2.000 in major.
- 45 Jr/Sr credit hours completed after 30 earned hours.
- 120+ overall earned hours.
- Language Requirement: International Business, ECON, B.A. and ECON, Pre-Law
 - All 12 hours of language MUST be taken in the same language.
 - Non-native English speakers may take 12 hours of Jr/Sr level English courses.

Advising Basics – General Ed Requirements

Making Connections

Communications

- ENG 1003, Freshman English I
- ENG 1013, Freshman English II
- **COMS 1203, Oral Communications**

Mathematics

- **MATH 2143, Business Calculus**
- **OR MATH 1023 (BA ECON, and ECON, Pre-Law)**

Sciences

- Biology Lecture and Lab
- Physical Science Lecture and Lab

Arts- One of the following:

- ART 2503, Fine Arts Visual
- MUS 2503, Fine Arts Musical
- THEA 2503, Fine Arts Theatre

Humanities- One of the following:

- ENG 2003, Intro to World Lit I
- ENG 2013, Intro to World Lit II
- PHIL 1103, Intro to Philosophy

US Requirement - One of the following

- HIST 2763, US to 1876
- HIST 2773, US since 1876
- POSC 2103, Intro to US Gov

Social Sciences (2014-2020)

- **ECON 2313, Macroeconomics**
- **ANTH 2233 or CMAC 1003 or ECON 2333 or GEOG 2613 or HIST 1013 or HIST 1023 or POSC 1003 or PSY 2013 or SOC 2213**

Social Sciences (2021-2022)

- **ECON 2313, Macroeconomics**
- **ECON 2323, Microeconomics**

Advising Basics: Gen Eds Continued

Making Connections

- Waived if Student:
 - Started college before 2006
 - Transferred in 13 hours or more.
- Concurrent courses taken in High School DO NOT exempt students from this class.

Mathematics

- Business Calculus **C or better.**
- MATH 1023 (BA ECONS and A.S. in ISBA) – no specific grade required.
- Higher level of Calculus courses are acceptable.
 - Examples: Survey of Calculus or Calculus I – **C's or better.**
- STAT 3233 - Applied Statistics I
 - NGCOB will also accept Business Statistics for the statistics credit needed within the Business Core.

NGCOB: Degree Plans (Core and Major)

 ARKANSAS STATE UNIVERSITY <i>Neil Griffin</i> College of Business	BUSINESS ADMINISTRATION <i>Degree Worksheet</i> 2021-2022	Name: _____ ID#: _____
	Overall GPA: _____ Institution GPA: _____ Core GPA: _____	Major/Emphasis GPA: _____ #DIV/0! Overall Hours: _____ 45 UL Hours: _____

GENERAL EDUCATION (35 Sem Hours)	BUSINESS CORE (39 Sem Hours)	MAJOR (24 Sem Hours)
COMMUNICATIONS ENG 1003 - Composition I ENG 1013 - Composition II COMS 1203 - Oral Communications	All C's or Overall GPA of 2.250 or higher. LOWER LEVEL BUSINESS CORE ACCT 2033 - Intro to Financial Acct ACCT 2133 - Intro to Managerial Acct BCOM 2563 - Business Communications CIT/ISBA 1503 - Microcomputer Apps STAT 3233 - Applied Statistics LAW 2023 - Legal Envir of Business MGMT 2003 - Entrepreneurial Discovery	All C's or Overall GPA of 2.250 or higher. ACCT: _____ FIN: _____ INTL: _____ MACRO: _____ MGMT: _____ MKTG: _____ MICRO: _____ UL BUS: _____
MATHEMATICS MATH 2143 - Business Calculus	UPPER LEVEL BUSINESS CORE CIT/ISBA 3013 - Mgmt Info Systems ISBA 3553 - Foundations of Bus Analytics FIN 3713 - Business Finance MGMT 3123 - Principles of Management MKTG 3013 - Marketing MGMT 4813 - Strategic Management (Can ONLY be taken after all core classes have been completed, taken in graduating semester.)	2.25
SCIENCES BIOL 1003 or Other Biological Science BIOL 1001 or other Biological Science Lab PHSC 1203 or other Physical Science PHSC 1201 or other Physical Science Lab	ELECTIVES (19 Sem Hours) Must include 3 upper-level hours 3-Hour Upper Level Elective	
ARTS THEA 2503 - Fine Arts Theatre	ELECTIVES	NOTES: *All Red Highlighted courses requires C's or higher to receive credit. *MGMT 4813 is to be completed in a students final semester.
HUMANITIES ENG 2013 - World Lit since 1660		Total coursework must be at least 120 semester hours. Each student should study the Undergraduate Bulletin and become familiar with the organizational, policies, and regulations of the university. Failure to do this may results in mistakes for which the student will be held responsible.
US HISTORY OR GOVERNMENT POSC 2103 - Intro to US Government		
SOCIAL SCIENCES ECON 2313 - Prin of Macroeconomics		
ONE OF THE FOLLOWING: ECON 2323 - Prin of Microeconomics		
UNIVERSITY REQUIREMENT (3 HRS) First Year Experience BUSN 1003, First Year Business (Waived if transferring in 13 plus hrs)		

Exceptions:

- B.S. ACCT 2.50
- A.S. in ISBA 2.00
- B.A. Econ 2.00
- Econ, Pre-Law 2.00

Degree Plans:

- Good for 7 years.
- Expire every August.
- Students can use degree plans from any semester in which they have been enrolled, that are still active.

Courses:

- Major courses are not offered every semester.

Advising Basics – Prereqs and Overrides

Strategic Management Prereqs:

- ACCT 2033
- ACCT 2133
- BCOM 2563
- CIT/ISBA 1503
- STAT 3233
- LAW 2023
- **ECON 2323 or MGMT 2003**
- CIT/ISBA 3013
- **ISBA 3523 or 3533**
- FIN 3713
- MGMT 3123
- MKTG 3013

IMPORTANT NOTE:

- Students will not be allowed to take any of the above courses with MGMT 4813 in the same term. Please make sure your students are aware of this policy.
- **2014-2021: MATH 2143 is a General Education requirement.** It is not considered a core class and therefore can be taken with MGMT 4813.
- **2021-2022: MATH 2143 and ECON 2323 are General Education requirements.** They are not considered core classes for this bulletin year and therefore can be taken with MGMT 4813.

Most Common Registration Errors that will require permits:

REPEAT PREREQ – Error message “Prereq and Testscore” ROOM

Override Request Process:

1. Student submits the override request form.
 - <https://www.astate.edu/college/business/resources/override-request.dot>
2. Forms are sent to **Christine Perry**. Degree Audit will be completed to verify if students has or is meeting the prereqs for requested course and permit issued.
3. All forms are processed in the afternoons of the day received. Students are notified by email when their request has been processed.

Advising Tips: Juniors and Seniors

Is aware of job and/or post-bachelorette degree options:

- Career Management Center and Job Fairs.

Is aware of internships and study abroad options.

- Internships – Dr. Gail Hudson, ghud@astate.edu.
- Study Abroad – <https://www.astate.edu/a/study-abroad/>

Has reviewed checklist in preparation for graduation.

- Has completed all general education, core, major/emphasis and minors hours with necessary GPA.
- To receive a minor, all courses must be completed by the students last term. GPA for minors is 2.250

Graduation Pre-Checks are completed for all students who are enrolled in MGMT 4813.

- Spring Graduation: Completed in November/December.
- Summer Graduation: Completed in May.
- Spring Graduation: Completed in July.
- Exceptions: A.S. in Accounting or CIT/ISBA or doing a B.A. in Economics or Economics, Pre-Law will need to request a graduation pre-check. Please have them email me at cperry@astate.edu to request a graduation pre-check.

Has filled out the online “intent to graduate” form the beginning of the final semester.

- This form is located in the “student records” portion of Self-Service located in MyAstate.

NGCOB 2021-2022 Curriculum Changes: Gen Ed and Core

GENERAL EDUCATION CHANGES:

ENG 1003, Composition I
ENG 1013, Composition II
COMS 1203, Oral Communications
Mathematics Requirement: MATH 2143, Business Calculus or Calculus I or Survey of Calculus
Physical Science – 4 Hours
Life Science – 4 Hours
Fine Arts: ART or MUS or THEA 2503
Humanities: ENG 2003 or ENG 2013 or PHIL 1103
Nine hours of Social Sciences Credit:

- US History or Gov't: HIST 2763 or 2773 or POSC 2103
- ECON 2313, Macroeconomics
- **ECON 2323, Microeconomics**

BUSINESS CORE CHANGES:

Neil Griffin College of Business Core Courses: 39 Hours
Grade of “C” or better or 2.25 overall core GPA required
ACCT 2033, Introduction to Financial Accounting
ACCT 2133, Introduction to Managerial Accounting
BCOM 2563, Business Communication
ISBA 1503, Microcomputer Applications
ISBA 3013, Management Information Systems
ISBA 3553, Foundation of Business Analytics
STAT 3233, Applied Statistics
FIN 3713, Business Finance
LAW 2023, Legal Environment of Business
MGMT 2003, Entrepreneurial Discovery
MGMT 3123, Principles of Management
MGMT 4813, Strategic Management
MKTG 3013, Marketing

Substitutions:

- Handled by the Business Advising Center.
- Transfer and 2nd Degree – I will submit substitution request to the Chairs their first semester here at A-State. This will be done before the student is assigned to you.
- If a student wishes to discuss substitution options, please have them setup a meeting with me and I will walk them through the process.

NGCOB Degrees, Minors and Certificates

Degrees

- Accounting
- Business Administration
- Business Economics
- Economics, B.A.
- Economics, Pre-Law, B.A.
- Finance, Banking
- Finance, Financial Management
- Global Supply Chain Management
- Information Systems and Business Analytics
- International Business
- Management
- Management, Hospitality Management
- Management, Human Resources Management
- Marketing
- Marketing, Sales Leadership

Minors

Notes: Students must complete at least two classes not specifically required for their degree to receive a minor. Minors also have to be completed upon graduation.

- Accounting
- Economics
- Entrepreneurship
- Finance
- Financial Wealth Management
- General Business (Non Business Majors Only)
- International Business
- Information Systems and Business Analytics
- Logistics
- Management
- Marketing
- Marketing, Sales

Certificates

- Certificate in Business Analytics
- Certificate in Business Law and Compliance
- Certificate in Entrepreneurship
- Certificate in Information Technology
- Certificate in Marketing Analytics
- Certificate in Sales Leadership

Advising - “Who does what?”

Christine Undergraduate

Undergraduate Advising Liaison
Undergraduate Overrides
Undergraduate Substitutions
Undergraduate Graduation Pre-Checks
Undergraduate Graduation Verifications
Undergraduate Advising: Transfer, Returning, & Int’l
Undergraduate Class Schedules
Faculty Advising Training
Manages Rooms for Class Schedules
Manages New Freshman Schedules
Participates in New Freshman Orientations
Attends recruiting and transfer events.
Student appeals packet for the college committee.
College Restart Applications for Wilson Advising.
Int'l Programs Forms:
SACM, I-20 Ext., & Reduced Courses.
Advising Forms, Degree Plans, 8 Sem Guarantees,
Advising and Override Request Forms

Taylor “AKA – The new Jessica”

Royce's Backup
Mail for College
College Website
Internship Class Creation and Permits
Lift Advising Holds
Change of Majors
Assigns Advisors
Faculty Evaluations
Manages Work-study Students
Manages recruitment materials.
Event planning with Madelyn
Recruitment point of contact for college tours.
Handles meeting reservations.

Jessica Graduate

Graduation Liaison
Graduate Student Schedules
Grade Change Forms
Advising Graduates
MBA and MAcc Overrides
MBA and MAcc Substitutions
Graduate Admissions
Graduation Check-sheets
Graduate Class Schedules
Graduate Class Schedules.

WE are going paperless in Fall 2021

You are more than welcome to collect the folders for your current students. **But you must:**

1. Keep them in your office. We will no longer be housing folders in BU 101.
2. You will have until the end of the fall semester to pick up your folders.
 - All folders that are left in BU 101 at the end of the Fall term will be shredded.

To get Advising hold released, the Business Advising Center will need the following:

- **Advising Form** - Make sure you fill out the following:
 1. Student Name, Major, Advisor, Term, ID#, Major, Email, Level, and Year.
 2. List of Classes you are advising them student to take.
 3. Any notes you would like to include about the advising session.
- **PDF version of Degree Works or completed Excel Degree Worksheet.**
- Emailed those items to: cperry@astate.edu and alray@astate.edu
- **Advising holds will not be lifted without this information!**

IT IS IMPORTANT that you follow the above instructions. NOT sending the above to me and Taylor will result in the delay of your students advising holds being lifted. **Please do not send Undergraduate requests to Jessica. She is now working with the MBA Program and will not be processing any requests in regards to the Undergraduate Program.**

New Advising Process

- **UPDATE** Digital Degree Worksheet.
- Choose classes for next semester.
- Complete advising form.
- Answer questions student may have.
- **Submit Completed Degree Worksheet OR Degree Works PDF and completed Advising Form to cperry@astate.edu and alray@astate.edu.**



NGCOB Advising Form

NOTE: This form is required to be filled out and submitted to cperry@astate.edu and alray@astate.edu before a students advising hold will be lifted.

Student Name:	<input type="text"/>	Courses:	<input type="text"/>
Major:	Accounting		
Advisor:	<input type="text"/>		
Advised Term:	Spring 2022		
ID#:	<input type="text"/>		
Student Email:	<input type="text"/>		
Student Level:	Senior		
Bulletin Year:	2018-2019		

Comments:

Things to Remember.....

ENG 1003 - Composition I: C or better	Institutional GPA: 2.000 or higher
ENG 1013 - Composition II: C or better	Overall GPA: 2.250 or higher
MATH 2143 - Business Calculus: C or better	Business Core: All C's or an overall GPA of 2.250 or better.
ACCT 2033 - Intro to Financial Acct: C or better	Major/Emphasis: All C's or an overall GPA of 2.250 or better.
ISBA 1503 - Microcomputer Apps: C or better	**Accounting requires a GPA of 2.500 or better in the major.

MGMT 4813 - Requires completion of all Core classes and taken in the final or graduating term.

Degree Works <https://dw-prod.ec.astate.edu/dashboard/>

Arkansas State University

Personal Information Student Financial Aid **Faculty Services** Employee

Search Go

Student Information

Term Selection
ID Selection
Student Information
Student Address and Phones
Student E-mail Address
Student Schedule
Academic Transcript
Active Registrations
Registration History
Advisee Listing
View Test Scores
View Holds
Degree Works
Degree Works (Bulletin year 2017-18 Onwards)
CAPP Degree Evaluation (Bulletin Year 2014-15 to 2019-20)
For more information, please consult our [Frequently Asked Questions page](#)

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- The Registrar’s Office will be phasing out CAPP Degree Eval once all of the “7” years of active degree bulletins have been built in the new system.
- Please start using Degree Works for your advisees who are on the 17-18, 18-19, 19-20, 20-21, and 21-22 degree plans.
- You can use CAPP Degree Eval for students who are on the 2014-2016 bulletin.
- This is the last year a student can be listed on a 2014-2015 bulletin year.

