

Charlton College of Business

Undergraduate Programs

FAQ

1. *Who is my advisor?*

Freshmen and Sophomores CCB students are advised by business faculty in the Academic Advising Center located in the lower level of the Foster Administration Building and supported by the Undergraduate Program Office.

Juniors and Seniors are advised through advising sessions sponsored by the Office of Undergraduate Programs and register on-line through COIN. If individual advising is required, Juniors and Seniors may meet with the Coordinator of Undergraduate Programs.

Juniors and Seniors also have a faculty member assigned as a career advisor. Students may wish to see their faculty advisor for information on jobs, help in deciding if their chosen major is for them and other pertinent career information. Students can find out who their faculty advisor is by asking the departmental assistant of their current major. Department assistants are located in CCB 101.

2. *Where do I register?*

Freshmen and Sophomores are advised through the Academic Advising Center located in the lower level of the Foster Administration Building. After attending a required advising meeting, students will see an advisor in the Academic Advising Center, the student may register with that advisor or register through the on-line advising system COIN.

Juniors and Seniors are advised through advising sessions sponsored by the Office of Undergraduate Programs and register via the University's online registration process COIN.

3. *Do I have to speak to an advisor before enrolling?*

Yes, Freshman and Sophomores will attend an advising meeting and may meet with an advisor in the Academic Advising Center. The advisor will check the courses to ensure the student is following the correct path. After attending the advising meeting, the advising hold will be lifted and students may chose to register on-line utilizing COIN.

Juniors and Seniors will meet in group advising sessions and sign an attendance sheet to have their hold removed.

4. *How do I declare my major if I'm business undeclared.*

The University requires you to declare a major by 45 credits. If you wish to declare your business major, you should obtain a declaration of major form <http://www.umassd.edu/registrar/changeofmajor1.pdf> , take the form to the Chair of the department you wish to declare to obtain a signature, and then return the

form to the Office of Undergraduate Programs, CCB 103. Students must have a g.p.a. of 2.0 or higher.

5. *How do I change my major to business?*

If you are not a business major and wish to change your major to business you must meet the admission policy set forth by the Charlton College of Business. It is as follows; Students outside CCB must have an overall grade point average of 2.5 and 24 UMass Dartmouth credits. Those students who do not have an overall g.p.a. of 2.5 must have an overall g.p.a. of 2.0 and may take four business courses and achieve a g.p.a. of 2.7 in those four courses. The courses are ACT 211, ACT 212, MGT 212 and one of the following (FIN 312, MGT 312 or MKT 311). All prerequisites apply. Students take these courses at their own risk, if a student does not meet the requirements, he/she will not be allowed to take further business courses.

Once these requirements are met, the student needs to obtain a change of major form from either the Registrar's office <http://www.umassd.edu/registrar/changeofmajor1.pdf> or the Office of Undergraduate Programs. They then need to take the form to the Chair of the appropriate department to be signed in, to the chair of their leaving department and then to the Office of Undergraduate Programs.

6. *How do I change my major out of business?*

Obtain a change of major form from the Registrar's office <http://www.umassd.edu/registrar/changeofmajor1.pdf> and meet with the department of the new major to be signed into that major. Obtain the signature of your outgoing chair and seek the signature from the Dean of the College within your new major.

7. *Can I take business courses if I'm not a business major?*

Students outside CCB may take up to 21 credits in business without becoming a major. These courses must only be from the business core area. No 300 or 400 level courses within a specific major will be allowed. See above for admission requirements to CCB.

8. *What majors are offered by CCB?*

CCB offers degrees in Accounting, Finance, Human Resources Management, Operations Management, Marketing and Management Information Systems. Students with fewer than 24 credits may enter the CCB as a business undeclared major, but must declare one of the 6 majors by 45 credits.

9. *What minors are offered by CCB?*

CCB offers minors in Business Administration, Accounting, Finance, Human Resources Management, Operations Management, Management Information Systems, Marketing and International Business. The Business Administration minor is only open to those students not majoring in business.

10. How do I declare a minor in business?

Students may declare a minor by completing the required credits as described on the minor requirement sheets. Students must have a grade point average of 2.5 and completion of 54 credits. Students can then obtain a list of requirements and application from the Office of Undergraduate Programs. Students will need the signature from their department advisor, chair and the Associate Dean.

http://www.umassd.edu/charlton/programs/minor_degree.cfm

11. How do I obtain a business internship?

Students may obtain an internship in several ways. Students can check with the Office of Career Services who lists many internships available throughout the semester. Also, CCB will send e-mails to students announcing several internships throughout each semester. Students may also seek out internships on their own though these internships must be approved by the Director of Internships, Assistant Dean Michael Griffin mgriffin@umassd.edu located in the Charlton College of Business building room 318.

Students must also register for the internship course.

12. Will I receive credit for my business internship?

Most students will receive 3 credits for a business internship to be used as a business elective. Students will also register for an internship that will meet once per week. Students must be juniors in order to receive business elective credit for the internship. See the internship faq.

13. Can I take a course off campus?

Students must fill out a course approval form (obtained from the Registrar's office or Office of UG programs) and attach a course description. They can then take the form to the Office of UG programs for signature. An additional signature may be required by the chair of the appropriate department. Students would then need to submit an official transcript to the Registrar when the course is completed so that the credits can be posted.

<http://www.umassd.edu/registrar/forms/priorapproval.pdf>

14. Can I take a course pass/fail?

Only non-business electives can be taken pass/fail up to 12 credits. No other required course or General Education electives can be taken for pass/fail. Pass/Fail is non-reversible. Students cannot transfer pass/fail courses from other institutions.

15. What is COIN?

COIN stands for Corsair On-line INformation. Students can log onto COIN to view transcripts, register for courses, check course descriptions, view schedules, view registration holds and view grades.

16. What is my COIN number?

Your COIN number is your student ID. It allows you access to on-line registration and is also the number printed on your UMass Pass. Students can call the student help desk at x8884 for help logging in and navigating COIN.

17. How do I find my professor?

Professors are most accessible by e-mail. Professors can be reached by firstinitiallastname@umassd.edu. Also, professors are required to list their office hours visible to students. All CCB faculty are located in the Charlton College of Business building. Department assistants may also help locate a professor or put a note in their faculty mailboxes.

18. Can I receive a “D” in Business courses?

The College of Business requires a passing grade in all courses; a “D” is considered passing. Accounting majors have additional requirements. Accounting majors must maintain at least a 2.0 in ACT 211, 212, 311 & 312.

In order to graduate in any business major your UMass cumulative GPA must be at least a 2.0 overall and a 2.0 within your major. Also if your GPA falls below the minimum GPA requirement for your specified hours attempted you may risk being on academic warning or academic dismissal from the College of Business or the University.

19. What if my g.p.a. falls below 2.0?

If your cumulative g.p.a. falls below 2.0, or the Registrar’s Office has placed you on academic probation, you will be required to sign an academic contract with the Undergraduate Program Office. The Undergraduate Program Office works with students to promote academic success through strategies such as repeating courses, required tutoring, progress reports and self-assessments. A student on academic contract must meet with the Undergraduate Program Coordinator several times throughout the semester as well as during advising and registration periods.

20. What is CCB’s policy on Academic dismissal?

Students who fail to meet minimum academic standards are not fulfilling the mission of the College and will be dismissed. More specifically, any student whose cumulative grade point average falls below 2.0 and has earned more than 15 credits is subject to dismissal from the Charlton College of Business.

Satisfactory levels are at follows:

Up to 30 attempted credits 1.50

31-60 attempted credits 1.70

61-90 attempted credits 1.85

91+attempted credits 2.0

21. If I fail a course and retake that same course will it replace my previous grade?

If a course is retaken, the course is noted as a repeat and removed from the grade point average. The student may choose to repeat the course one time. Subsequent

repeats must be approved by the Office of Undergraduate Programs and Office of the Registrar.

22. *Do I have to meet all prerequisites of a course before taking the course?*

Yes, all prerequisites must be met before taking a course. If you enroll in a class without meeting all prerequisites you may be administratively dropped from the class. This also means course leveling requirements which are, for Sophomore standing 30+ credits, for Junior standing 60+ credits and Senior standing 90+ credits need to be completed. Please see the course listing guide or UMass Undergraduate catalog for prerequisites.

23. *How can I get a tutor?*

Students can utilize the tutoring services in the Math and Business Center located in the basement level of the Group I building. The MBC offers tutoring for math and business courses.

For tutoring in English courses and other courses requiring the student to write papers, the Writing and Reading Center is located on the second floor of the Group I building.

24. *How can I learn about careers and majors?*

CCB faculty are a great source of information regarding careers in their fields. Also, the Career Resource Center located in the basement level of the Group I building can provide resources and testing in selecting a major or career.

25. *What are CCB's General Education requirements?*

Many of the University's General Education requirements are built into the business curriculum. CCB students are required to fulfill the four remaining areas to include Cultural/Artistic Literacy, Diversity, Social and Natural Science. Categories are as follows:

Cultural and Artistic Literacy – 9 credits (max of 6 credits in one area)

Social Sciences – 6 credits

Diversity – 3 credits

Natural Sciences – 6 credits

For specific course information pertaining to each area, please see the University catalog, click on the link www.umassd.edu/registrar/genedbycode.pdf or the backside of each department's program requirement sheet.

26. *What is the policy on course overload?*

For students wishing to take over the maximum load of 18 credits, a course overload form must be filled out and signed by the Associate Dean. For students wishing to take over 18 credits, a g.p.a. of 3.0 or higher must be maintained.

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