1. Who is my academic advisor? When can I enroll in classes?

CCB freshman & sophomores, who have completed less than 45 credits, are advised by business faculty located in the Advising Center in Foster Administration (Rm. 122).

CCB students with 45 to 59 completed credits are advised by:
Caroline Felix
CCB Academic Advisor (CCB Admin Building Room 101)
cfelix3@umassd.edu

CCB students with greater than 59 completed credits will be assigned faculty advisors in the department of their majors. Your faculty advisor and enrollment date are listed on your Student Service Center page on COIN.

2. What do I need to do before meeting with my academic advisor?

Before your meeting with your academic advisor, you need to update your tracking sheet and develop a list of the courses you are hoping to enroll in for the coming semester.

Remember to bring your updated tracking sheet and list of courses you want to take to your advising appointment!

3. Why is COIN blocking me from enrolling in classes?

Holds:

If you have a hold on your account, COIN will block you from enrolling until the hold is removed. Check your COIN account prior to your registration date and address any of the following holds.

Typical holds which will block enrollment include:

Academic Advising Hold:

Academic advising holds can be lifted by meeting with your advisor or attending a group advising session.
**Bursar’s Hold:**

A bursar’s hold is placed on student accounts having a past due balance greater than $500. Academic advisors cannot remove a bursar’s hold. You will need to go to the 2nd floor of the Foster Administration Building to resolve the problem with the Bursar.

**Emergency Contact Hold:**

In order to remove this hold, students need to log on to their COIN account to verify their emergency contact information in their Personal Data section.

**Immunization Hold:**

The Immunization Hold is placed on student accounts by Health Services and will not block enrollment during the Fall semester. If the Immunization Hold is not removed, it will block your enrollment in the Spring semester. To remove the Immunization Hold, students need to ask their physician to send or fax a copy of their immunization record to UMD’s Health Services Office (Fax: 508-999-8985).

**Business Undeclared with 60+ Credits Hold:**

If you have not declared a major and have earned 60+ credits, a hold will be placed on your COIN account. To remove this hold, you will need to declare a major by filling out a Change of Major form and submitting it to CCB’s Academic Advising Office in CCB Rm. 101.

The Change of Major form is available at the CCB Advising Office or online at:

http://www.umassd.edu/charlton/advising/forms.cfm

**Repeating Courses for the 3rd Time Hold**

If you are repeating the same course for the 3rd time, COIN will block your re-enrollment in the course. You will need to seek permission for the 3rd attempt at the same course from the CCB’s Assistant Dean in CCB Rm. 101. The Assistant Dean will review the request and will send an email to the Registrar’s Office asking the Registrar to enroll you in the class.

4. **Is there any way I can enroll in a course if I haven’t completed the prerequisites or lack class standing?**

Generally not, students must have the appropriate class standing and have completed all prerequisites prior to enrolling in advanced courses. If you have a compelling need to take the course, you can meet with CCB’s Academic Advisor or the Associate Dean to request an override of the prerequisite and class standing requirements.
Class standing is based on completed credits:

24 credits are needed to enroll in sophomore-level courses
54 credits are needed to enroll in junior-level courses
84 credits are needed to enroll in senior-level courses

5. I am trying to enroll in a course. I have class standing and have completed the prerequisites for the course but COIN is saying I don’t. What should I do?

COIN blocks students from enrolling in a class if they have not completed the prerequisite courses or lack class standing. COIN, however, can make mistakes. If you have taken the prerequisites and are still being blocked from enrolling in a course, to resolve the problem drop by CCB’s Advising Office (CCB Room 101) or send an email to Caroline Felix (cfelix3@umassd.edu).

6. How does the Wait List work?

- If a class is closed, check the Wait List if class is full option to add yourself to the Wait List.
- Wait Listed students have the option of “swapping out” a class for which they are already enrolled, if a space becomes available in the Wait Listed class.
- Wait Listed classes will not count toward credits for full-time status. Undergraduate students must be enrolled for at least 12 credits to maintain a full-time status for Financial Aid, Housing and Enrollment Verification.

7. I was next on the Wait List, why did COIN skip over me?

Students are skipped over or won’t be added to a class if:

- A Hold that prevents registration is on their COIN account.
- A time conflicts with enrolled classes.
- Pre-or co-requisite classes have not been met.
- Enrollment would exceed the student’s credit limit.
- You are enrolled in another section of the same class.

8. How the Wait List is managed?

- Every evening, COIN attempts to put the next student on the Wait List into the new opening.
- If the next student on the Wait List is eligible, based on criteria explained below, enrollment takes place and the class status remains “Closed” (because the slot was filled with the first Wait Listed student).
• If no students on the Wait List are eligible, the class will be open for enrollment (and will have a status of Open).
• Eligible students will be notified via UMD email of their enrollment in a class.
• Ineligible students are not removed from the Wait List. It will seem like COIN is “skipping” students on the Wait List since the name remains.
• Wait List remain in effect until the first day of the semester.

9. I can’t enroll in a course I need on COIN because the class is full. Other than adding my name to the Wait List, is there anything else I can do?

During Add/Drop week, students can request enrollment in a closed class by asking the instructor for the course’s permission code or having the instructor sign a Request for Enrollment form. Use the permission code on COIN to enroll or return the signed Request for Enrollment form to the Academic Advising Office in CCB Room 101 and we will enroll you in the course.

After the Add/Drop week is over, students can still request a late enrollment from the course’s instructor. If the request is granted, students need to take the signed Request for Enrollment form to the Registrar’s Office or Enrollment Services Center in Foster Administration Building. The Request for Enrollment form is available at the CCB Advising Center or online at:

http://www.umassd.edu/charlton/advising/classenrollment.pdf

10. What courses are Business Electives?

A Business Elective is any 3-credit 300-400 level business course in CCB which is not a core business requirement or a requirement of the student’s major.

11. What courses are Non-business Electives?

A Non-business elective is any 3-credit course at any level in the university that is not a business course.

CCB students generally tend to select courses in the Liberal Arts or Visual & Performing Arts Colleges which are at the 100-200 level courses to fulfill their Non-business Electives.

Non-business Electives may be used toward building a minor outside of CCB.

12. What happens if my G.P.A. falls below 2.0?

If your cumulative GPA falls below 2.0 or the Registrar’s Office has place you on academic warning or probation, you will be required to sign an academic contract with the Assistant Dean in CCB’s Advising Office (CCB Rm. 101).
CCB’s Advising 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 CCB’s Assistant Dean several times throughout the semester to keep track of his/her academic progress.

13. How can I set up tutoring?

Students can utilize the tutoring services in the Math and Business Center (MBC) located in the basement level of the Group I Building (Room 010). The MBC offers tutoring for math and business courses. For tutoring in English courses and other courses requiring the student to write papers, students should go to the Writing and Reading Center located on the second floor of the Group I Building (Room 220). Tutoring services are free to students.

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

The College of Business requires a passing grade in all courses. A grade of “D” is considered passing.

Accounting majors have additional requirements. Accounting majors must earn at least a “C” in ACT 211, 212, 311, & 312.

In order to graduate, your Cumulative GPA must be at least 2.0. Also, your GPA in your major, which is based on the average of all the courses you complete in your major, must also be at least a 2.0.

15. If I receive a failing grade in a course. Can I repeat the course?

Yes, you can repeat any course to raise a failing or low grade. The grade which you earn in the repeated course will replace the original grade in the GPA calculation. Both grades will always appear on your official transcript.

If you elect to complete the course at another university, you will receive transfer credit for the course but the original failing grade will not be replaced in your GPA.

16. Can I enroll in more than 18 credits?

For students wishing to take more credits than the maximum load of 18 credits, a Course Overload Form must be filled out and signed by the Associate Dean (CCB Room 114). To receive permission to take a course overload, the student must have a cumulative GPA of 3.0 or higher.
17. I need to withdraw from a class. What do I need to do? When is the last day I can withdraw from a class without academic penalty?

The decision to withdraw from a class can potentially impact your academic and financial aid standing and should only be done if it is your only option. If you receive financial aid, be sure you check with the Financial Aid Office to confirm there will be no change to your financial aid if you withdraw from a class.

The first thing you should do before withdrawing from a class is talk with your Instructor.

Your instructor can inform you about your progress based on the grading criteria stated in the syllabus and your participation and grades earned to date. Your instructor may also be able to explore options that will allow you to successfully complete the course in accordance with university guidelines and policies.

Students can withdraw from classes only through the 10th week of classes of the semester. You can withdraw from a class on COIN by dropping the course. You can also go to the Enrollment Center to receive help with withdrawing from a class.

When you withdraw from a class prior to the deadline, a grade of W will be recorded. Grades of W do not affect a student’s GPA.

**Warning:**
Students need to be aware of potential problems associated with excessive withdrawals:

**Academic Dismissal**
When students exceed 24 credits of withdrawals, they are subject to academic dismissal. If the withdrawals are due to mental health issues, physical illness or other unusual circumstances, you can petition the Office of the Dean to have the academic dismissal “due to excessive withdrawals” policy waived.

**Loss of Financial Aid Eligibility**
Excessive withdrawals, incompletes and failing grades may ultimately trigger the loss of financial aid due to a “lack of satisfactory academic progress”. If your lack of academic progress was caused by an illness, a disability-related problem or other unusual circumstances, you can petition the Financial Aid Office to reconsider the removal of your financial aid. You may be asked to provide documentation to support your petition to reinstate your financial aid.

18. I have heard that business students can only use the Pass/Fail Option with non-business electives? Is that correct?

Yes, that’s correct. CCB students can only use the Pass/Fail Option with non-business electives.
The Pass/Fail Option cannot be used with Gen Ed courses, core business course or courses that make up your major.

The Pass/Fail Option is available to Sophomores, Juniors, and Seniors. Students need to select the Pass/Fail Option in the first 5 weeks of the semester. Also remember, the Pass/Fail Option can only be used with a maximum of 4 Non-business electives. Only one course per semester can be declared a Pass/Fail course.

Pass/Fail Option Warnings!!!

Remember the Pass/Fail Option cannot be used to fulfill Gen Ed, University Studies, core business or major requirements.

1. Transfer Courses: Students cannot transfer Pass/Fail courses from other institutions.
2. Repeated Courses: When the original course was attempted and completed with a grade (passing or not), it can only be repeated for a grade, not as a Pass/Fail course.
3. No Way Back: Once declared at the Enrollment Office, students can’t turn the course back to a graded course.

19. I am an undeclared business major. When do I need to declare a major?

Undeclared business students need to declare a major before completing 45 credits or not later than fall of your junior year. If you have not declared a major and have reached 60+ credits, a hold will be placed on your COIN account.

To remove this hold, you will need to declare a major by filling out a Change of Major form and submitting it to the Academic Advising Office in CCB Admin. Building, Room 101.

The Change of Major form is available at the CCB Advising Office or online at:

http://www.umassd.edu/charlton/advising/forms.cfm

20. Where can I obtain information about the majors in CCB and business careers associated with a specific major?

The faculty in CCB is a great source of career and major information. Also, the Career Development Center (located in the Campus Center behind the UMass Pass Office) provides CCB students with help selecting a major and deciding on possible careers. CCB’s Academic Advisor (CCB Room 101) has handouts available for each major and the potential careers associated with CCB’s majors.
21. What do I need to do to set up a minor?

To declare a minor in CCB, you must have completed 54 credits and have a Cumulative GPA of 2.0 and 2.5 GPA in your major. You also need to fill out a Request for a Minor form. Fill out the top portion of the form and drop it off with the secretaries in CCB’s Advising Office (CCB Room 101).

Request for a Minor forms are available at the CCB Advising Office or online at:

http://www.umassd.edu/charlton/advising/forms.cfm

22. I am planning to take a course at another university. How can I find out in advance whether the courses I plan to take will be accepted by UMD?

Before enrolling in a course at another university or college, you need to fill out a Prior Approval Form to determine whether the transferred course will be accepted at UMD.

Return the completed form to CCB’s Advising Office (CCB Room 101) and we will direct your form to the appropriate department chairperson for review. The chairperson’s secretary will email you to let you know if the course has been approved.

Remember you will need at least a C- in the course to receive transfer credit at UMD. Prior Approval Forms are available at the CCB Advising Office or online at:

http://www.umassd.edu/charlton/advising/forms.cfm

23. How many transfer credits will UMD accept? What is the residency requirement at UMD? As a transfer student, how many credits do I need to complete at the 300-400 level at UMD?

Students are required to complete a minimum of 45 credits at UMD to fulfill the residency requirement and 30 credits at the 300-400 level need to be completed at UMD. So a maximum of 75 transfer credits can be used toward your degree at UMD.

24. I am thinking about doing an internship at a locate business. Where can I find information about CCB’s Internship Program?

For information about finding and setting up an internship go online to:

http://www.umassd.edu/charlton/internship
http://www.businessinternships.blogspot.com
To be considered for an internship in CCB, students must be a business major, have junior status (60 credit hours) and have an overall GPA of 2.5. Internships can be paid or unpaid and can be located at a site the student recommends or can be chosen from a list of existing internship sites. Once you have found a potential internship, the next step is to have the internship site reviewed and hopefully approved you will need to contact the internship director for your major:

Professor Michael Griffin (mgriffin@umassd.edu CCB Room 318) for Accounting or Finance.
Professor Julia Li (yli3@umassd.edu CCB Room 203) for MIS or Operations Management.
Professor Jackie Einstein (jeinstein@umassd.edu CCB Room 221) for Management or Marketing.

After the internship is approved, the student is then registered in the required 3-credit internship course.

25. I am interested in studying abroad. Who can I talk to about spending a semester or summer abroad studying at a college or university?

Students interested in studying abroad should first contact Gina Reis, Assistant Director of International Programs, (greis@umassd.edu Liberal Arts Room 016).

In CCB, the person to contact to have your Study-Abroad Pre-Approval Course Plan approved is Professor Cathy Curran (cathy.curran@umassd.edu CCB Room 324). You can drop off your Study Abroad Pre-Approval Course Plan Form with the MKT/MGT department secretary in CCB Admin. Building Room 207.

26. I am in my senior and will be graduating this semester. Is there anything I need to do to be sure I will be graduating?

Yes, review your tracking sheet and transcript to make sure you have completed all of your degree requirements. Contact your department chairperson if you have any questions or concerns about whether you are ready to graduate. The Registrar’s Office will contact you by email and ask you to fill out an Application for Diploma. Once the Registrar has your Application for Diploma, your name will be passed along to your department chairperson for certification of your degree. The chairperson will then review your transcript to make sure you have completed the degree requirements.