ADVISING PHILOSOPHY STATEMENT

Advising at the Labovitz School of Business and Economics (LSBE) is an important component of the commitment to a quality undergraduate experience for students. The academic advising of the School is embedded in the campus advising and counseling system, drawing upon the resources available from outside of the School and working collaboratively within the campus system where appropriate to do so. Academic advising within LSBE is consistent with the mission of the School, concentrating on efforts most complementary to its unique role on the campus.

Advising helps students identify academic, career and life goals, and explore possible courses of study that they can pursue to achieve those goals, as appropriate to their interests, skills, abilities and values. Through the advising and counseling processes, students may make a critical connection to the School and the campus. Students also learn the policies and procedures of the university, and the nature, variety, and purpose of courses and requirements.

Participants in the advising and counseling system seek to establish a concerned, open relationship with students, helping them adjust to the social and academic environment of the School and of the university while they pursue the courses of study that match their interests and abilities. Campus-level units in the system provide students with opportunities to develop self-understanding and self-acceptance. Advising can play a key role in assisting students to achieve academic success and to become productive citizens as they mature intellectually, personally and socially.

Advising is an active and mutually reinforcing relationship between student and university participants in the advising/counseling system. Successful advisement can only be achieved if each party assumes responsibility for his or her role in that relationship.

LSBE ADVISING OBJECTIVES

As an academic unit with specific program objectives, the LSBE advising system concentrates on students’ academic concerns and progress appropriate to management education. While advising is currently not mandatory for LSBE students, they are strongly encouraged to make full use of the many advisement opportunities offered by the School and by other units within the campus system.

The primary objectives are:

- Provide opportunities for students to obtain assistance in the formulation of an educational plan consistent with their goals and objectives. (This would include the selection of majors, possible minors, and desirable elective courses.)
- Provide feedback to students regarding progress toward established goals and educational plans and opportunities to evaluate or re-evaluate those goals and plans.
- Make accurate and timely information about institutional policies, procedures, resources and programs available to students.

In order to achieve these objectives, an on-going training of peer and faculty advisors, along with an information dissemination program, will be maintained. In addition, periodic assessments of advising services will be conducted in order to determine if the above objectives are being met.

Note: For the development of the advising philosophy, the initial sub-group on advising consulted materials previously developed by the National Academic Advising Association and the American College Testing Program, revising them as appropriate to the campus and the School.

Passed by the LSBE Senate on May 11, 1998
ADVISING - A MUTUAL ENDEAVOR

The LSBE Advising Philosophy Statement describes advising as an active and mutually reinforcing relationship that requires each participant to assume the responsibilities appropriate to their role within the relationship. To assist participants, the following may be helpful:

RESPONSIBILITIES OF THE STUDENT ADVISEE

1. To contact your advisor when you want or need assistance. You need to find out when your advisor is available and take the initiative to make appointments. Your advisor may help you with planning the completion of your degree requirements (and will have to approve your graduation plan) and the scheduling of courses that help fulfill your requirements. However, your advisor is an expert in his or her field, someone who can assist you with more than simple course planning. Meet with your advisor about career issues and effective ways to prepare yourself for job seeking or about graduate/professional study. Your advisor is someone who can help you think more deeply about issues in your field and about your personal goals.

2. To learn university and collegiate degree requirements, policies and procedures. Read the materials provided - for example, the official catalog, the LSBE worksheets and major flyers, and the class schedule. You need to know how to help yourself by being knowledgeable about requirements and policies, course pre-requisites or other procedural issues, as you are ultimately responsible for your registration decisions and for fulfilling degree requirements. You will then be able to ask questions when you do not understand and to make the best use of your advisor's time with you.

3. To do some thinking and work ahead of time. It may help if you can clarify and communicate your personal goals and values, and if you have done some preliminary thinking or researching of career directions. If you are having academic difficulty, be prepared to discuss this honestly, before there are larger problems.

4. To come prepared for and keep your scheduled appointments. Bring the forms or materials you need, including a pen or pencil to take notes. Give some thought to what you want to accomplish when you meet with your advisor. You may even wish to write your questions and concerns down so you do not forget. If you cannot keep your appointment, please follow common rules of courtesy and notify your advisor as much in advance as you can.

5. To recognize that this is your education and that you are the one to make the decisions about your life. In the end, you must make the decisions and accept the responsibility for them. Your advisor's role is to assist you with the decisions by making suggestions or sharing information, not to decide for you. It will be you who must fulfill all degree requirements and successfully complete your classes.

6. To change your advisor if this relationship is not working for you. You may do so by completing the appropriate change of advisor form in LSBE Student Affairs. Your requested new advisor must be a faculty member in the major field you have selected.
RESPONSIBILITIES OF THE FACULTY ADVISOR

1. To provide students with reasonable and convenient access to their advisor. This involves a) posting and consistently maintaining a reasonable number and day/hour mix of office hours for students and b) responding to questions and concerns via E-mail or telephone in a timely manner. This also implies that ordinary rules of courtesy apply if you cannot keep the appointment.

2. To create an "atmosphere" that facilitates open communication and promotes confidence and trust. Effective advising is predicated on treating advisees respectfully and demonstrating an appropriate level of personal interest in the intellectual, social, and emotional growth of students.

3. To be knowledgeable about the university and collegiate purposes and requirements, particularly those that relate to a student's major field of study, and to possess adequate and accurate information about academic policies and procedures. Advisors need to know the philosophy and rationale for the requirements, as well as the details of how it all fits together. An advisor often serves as the major source and interpreter of information about such matters for students. An advisor also needs to know how to obtain information or appropriate referral sources for students to find this information.

4. To be informed of the resources available within the university community. An advisor may need to refer students to a variety of campus services to help them achieve their goals and meet their academic, career and emotional needs. LSBE advising is embedded in a campus advising and counseling system. As such, it is not expected that each individual advisor be an expert in all areas; it is important that each know when and how to refer appropriately.

5. To maintain or access a current academic file on each advisee for the purpose of helping students to develop realistic and appropriate academic and career goals. The advisor should review the advisee's file, paper or electronic, prior to or when meeting with a student so that any discussion of course selection, planning for graduation or other academic and career issues is relevant to the established record.

6. To have a working knowledge of current career or graduate/professional school opportunities related to the faculty member's discipline. An advisor assists a student with identifying career goals and objectives. To do so, an advisor may have to ask questions, probe, help consider alternatives, encourage, support - and even challenge thinking. This may involve suggesting minors, specific courses or other types of activities that support the student's goals. Advisors may also need to refer students to other campus resources for assistance.

7. To gain knowledge and skills to work with special student populations. While each individual student presents some kind of unique circumstances, there are particular issues faced by a variety of special populations. Examples might be transfer students, non-traditional students, international students, students with disabilities, etc. Knowledge of specific campus resources relevant to each population is a foundation for providing appropriate guidance.

Passed by the LSBE Senate on 11/8/02
If you are unsure about releasing information, get in touch with:

Carla Boyd, Registrar
clboyd@d.umn.edu
(218) 726-8795
184 Darland Administration Building
What is directory information at the U of MN?

Directory/public information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed to the public. Public/directory information at the University of Minnesota is as follows:

- name,
- address,
- phone number,
- University assigned email address,
- dates of enrollment,
- enrollment status (full/part-time,
- not enrolled),
- college(s),
- major(s),
- adviser(s),
- class (freshman, sophomore, junior, senior),
- academic awards and honors,
- and degree(s) received.

Since the University has defined the above mentioned information as directory information, students have the right to suppress, or limit, its release. Before releasing any directory information about a student you must check PeopleSoft to ensure that the student has not chosen to suppress his or her information; this is indicated by a blue window shade icon on the student record.

All other information in the student education record that is not directory information is private and cannot be released to a third party, including parents, without the student’s written permission or as otherwise provided in the Regents Policy on Student Records.
FERPA Compliance – Basics

1. Be aware of FERPA. It is not necessary for faculty and staff to understand every nuance of FERPA and its administration. It is critically important that they understand that it exists and governs much of what they do.

2. Be aware that FERPA is everyone’s responsibility. Faculty and staff must understand that every employee of every higher education institution can subject the entire school to FERPA liability, if s/he has access to student education records.

3. Understand that almost all student records are subject to FERPA. Faculty and staff have access to lots of student records. Teachers often believe that only “academic records” are subject to FERPA. They sometimes believe that they have the authority to decide whether records fall under the law, or not. In fact, the law itself defines student records, and the definition is very inclusive.

4. Disclosure of student records without student consent risks a violation of the law. Although FERPA provides for the disclosure of student records without consent to certain designated persons, or under certain specific circumstances, those exceptions are few and narrowly defined.

5. Students have the right to see their records. FERPA requires all custodians of student records to accord review of those records to the specified student under almost all circumstances. Schools and school employees are not accorded the prerogative of deciding whether students should see records about them.

6. The right of school employees to access student records is very narrow. FERPA accords school employees the right to view student records under certain circumstances, referred to as “legitimate educational interest.” In general, this means “the employee needs access to the records to do his/her job.” Curiosity is not a legitimate educational interest. The ability to access student records does not confer the right to view student records.

7. Good intentions, common sense, or innocent mistakes do not mitigate privacy violations. Most FERPA violations by faculty and staff are unintentional. Nonetheless, it is the responsibility of the school to prevent violations and intent is not a defense.

8. Ask for help! Faculty and staff are expected to be experts in their fields. They should expect their schools to support them with resources in the field of student records privacy. When they see a sign and they are not sure what it means, they are professionally responsible to find out before they drive by it!
Student Reference Request Consent Form

Student name (print): ____________________________________________

I request _______________________________________ to serve as a reference for me. The purpose(s) of the reference are: (check all applicable spaces)

___ application for employment
___ all forms of scholarship or honorary award
___ admission to another education institution

The reference may be given in the following form/s (check one or both spaces):

___ written       ___ oral

I authorize the above person to release information and provide an evaluation about any and all aspects of my academic and/or employment performance at the University of Minnesota Duluth to the following (check all applicable spaces):

1. ___ all prospective employers          OR          ___ specific employers (list on reverse side)

2. ___ all educational institutions to which I seek admission          OR          ___ specific educational institutions (list on reverse side)

3. ___ all organizations considering me for an award or scholarship          OR          ___ specific organizations (list on reverse side)

This authorization to provide references is valid for one (1) year from the date of my signature below, unless I specify an earlier ending date as follows:

Ending date: ___________________________

Note: Under the Family Educational and Privacy Rights Act, 20 U.S. C. 1232(g), you may, but are not required to, waive your right of access to confidential references given for any of the purposes listed on this form above. If you waive your right of access, the waiver remains valid indefinitely.

___ I waive my right of access

_________________________________________   __________________________
Signature                                      Date

This form is available on the LSBE web site at:  https://lsbe.d.umn.edu/students/current-students/forms
**Business and Accounting Minors**

**For BAcc and BBA Degree Students**

Students apply for these minors in LSBE 111A at the time they apply for candidacy. Admission criteria for the minors mirror that of candidacy. Students are admitted to the minor when they are in progress of completing the lower division pre-major requirements and if their overall and U of M GPAs are at least 2.60 and Pre-Major GPA is at least 2.00.

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Human Resource Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Courses (6 cr)</strong></td>
<td>Group A - required</td>
</tr>
<tr>
<td>ACCT 3101 3.0 cr</td>
<td>MgtS 3801 3.0 cr</td>
</tr>
<tr>
<td>ACCT 3301 3.0 cr</td>
<td></td>
</tr>
<tr>
<td><strong>Electives (6 cr)</strong></td>
<td>Group B - electives (9 credits)</td>
</tr>
<tr>
<td>Take 2 courses totaling 6 credits from the following:</td>
<td>MgtS 4821 3.0 cr</td>
</tr>
<tr>
<td>ACCT 3102 3.0 cr</td>
<td>MgtS 4831 3.0 cr</td>
</tr>
<tr>
<td>ACCT 3401 3.0 cr</td>
<td>MgtS 4841 3.0 cr</td>
</tr>
<tr>
<td>ACCT 3201 3.0 cr</td>
<td>MgtS 4851 3.0 cr</td>
</tr>
</tbody>
</table>

| Business Analytics | |
| Admission to program requires completion of Level 2 (Expert) Microsoft Office Specialist Excel Certification OR LSBE provided Excel Workshop Levels I and II. | |

| Group A (9 cr): | Group B - (9 credits) |
| MIS 3220 3.0 cr | MgtS 4861 3.0 cr |
| BA 4410/5410 3.0 cr | MgtS 4881 3.0 cr |
| BA 4420/5420 3.0 cr | MgtS 4895 3.0 cr |

| Group B (3 cr): | |
| Take 1 course from the following: | |
| BA 4440 3.0 cr | Econ 3150 3.0 cr |
| BA 4460 3.0 cr | Econ 3402 3.0 cr |
| ECON 3020 3.0 cr | Econ 4410 3.0 cr |
| HCM 4580 3.0 cr | HCM 4560 3.0 cr |
| MATH 4180 3.0 cr | INTB 3xxx/4xxx 3.0 cr |
| MKTG 3731 3.0 cr | |
| STAT 4050 3.0 cr | |
| STAT 4060 3.0 cr | |

| Economics | Management Information Systems |
| Required (3 cr.): | Group A Requirement (6 cr) |
| Econ 3022 | MIS 3220 3.0 cr |
| or Econ 3023 | MIS 3222 3.0 cr |

| **Upper Division Electives (9 cr.):** | Group B Requirement (6 cr): Electives |
| No more than 3 credits of any combination of Econ 4397 or Econ 4991 can be used for upper division electives. | Take exactly 6 credits from the following: |
| Econ 3xxx/4xxx | MIS 3224 3.0 cr |

| Entrepreneurship | |
| Required (9 cr) | |
| LSBE Faculty Advisor Manual | |
Marketing
Prerequisite:
MKTG 3701  3.0 cr

Electives - Take 9 credits from the following:
MKTG 37XX
MKTG 47XX
NOTE: Mktg 3701, 3761, 3767, 4762, and 4763 may not be used to fulfill the electives requirement.

Management
Required Course
MgtS 3401  3 cr

Group A- Electives (6 cr)
Courses must be from two different categories.

Macro Org Behavior:
MgtS 4411  3.0 cr
MgtS 4295  3.0 cr

Micro Org Behavior:
MgtS 4195  3.0 cr
MgtS 4431  3.0 cr
MgtS 4443  3.0 cr
MgtS 4451  3.0 cr

Mgmt and Mgmt Process:
MgtS 4461  3.0 cr
MgtS 4463  3.0 cr

Group B (3 cr)
MgtS 44xx  3 cr
MgtS 4395  3 cr
MgtS 4931  3 cr

Sustainable Business and Organization
Group A (3 cr):
MgtS 4463  3.0 cr

Group B (3 cr)
Take 1 course from the following:
Mktg 3710  3.0 cr
Acct 4510  3.0 cr

Group C (6 cr)
Take 2 courses from the following:
MgtS 4941  3.0 cr
MgtS 4951  3.0 cr
Mktg 4710  3.0 cr
Econ 3777  3.0 cr
Econ 3721  3.0 cr
Add’l course from Group B 3.0 cr

Special Admission
Minor Programs
For any of the minors below, students need to submit an application and be selected into the minor by the program director.

Financial Markets
Required Pre-Requisites (9 cr.)
FIN 3601  3.0 cr.
FIN 3619  3.0 cr.
FIN 3644  3.0 cr.

Required courses (9 cr.)
FIN 4616  3.0 cr.
FIN 4620  3.0 cr.
FIN 4624  3.0 cr.

Financial Planning
Required (24 cr.):
Acct 2001  3.0 cr.
Acct 3401  3.0 cr.
Acct 4600  3.0 cr.
Blaw 3301  3.0 cr.
FIN 3601  3.0 cr.
FIN 3644  3.0 cr.
FIN 3655  3.0 cr.
FIN 4646  3.0 cr.

The University of Minnesota is an equal opportunity educator and employer. Smoking is prohibited on all UMD property. The smoking ban includes indoor facilities, campus grounds, as well as all University vehicles.
Revised 04/07/2020
LSBE WAITING LIST PROCEDURES

LSBE courses utilize the online waiting list system. There are some exceptions, such as internships and independent studies, which require instructor consent. Some non-LSBE classes on campus do not utilize wait lists, so check with other departments or colleges about their wait list procedures.

How to add yourself to the online wait list?

♦ Verify that you have completed the proper course pre-requisites. If you have not met all pre-requisites, you will not be able to add yourself to the waiting list.
♦ If a class you really need is closed, and you meet the pre-requisites, add yourself to the wait list in the same way you would add yourself to any class. On the enrollment preferences page, simply click the Add to Wait List box. The courses you wait list for will appear on your enrollment summary.

What happens once you are on the wait list?

♦ Advising Office Staff will prioritize students (see below) who put themselves on the waiting list during the registration period. Note: Students who wait list AFTER the registration period will stay on the list in date order.
♦ LSBE faculty and staff WILL NOT give out information on wait list positions; please do not ask.
♦ If a seat becomes available, the registration system will attempt to put the first student on the waiting list into the class. If the attempt is successful, the student will receive an e-mail stating they got into the class. If there was a problem that prevented the student from getting into the course, the system will send an e-mail stating the problem and then move on to the next student on the waiting list.
♦ If you are registered for a course that is a time conflict with a wait listed course, then make sure you set up your wait list request to process as a swap (drop current class, if enrolled in wait listed class). Or, if adding your wait list class puts you over 20 credits, then determine which class is least important and set up your wait list request to process as a swap (drop current class, if enrolled in wait listed class).
♦ If you are still on a waiting list when the term begins and still want the class, you must attend the first day of class to see if the instructor can add you once attendance has been taken. If you can be added to the class, a permission number will then be given either by instructors or department administrative assistants. YOU ARE RESPONSIBLE FOR ADDING THE CLASS YOURSELF. Choose the swap option to add and drop courses so tuition is not negatively impacted.

Wait List Priority

1. Wait List order will be determined by the time that you place yourself on the waiting list, which means first-come, first-served basis. There are two reasons why your wait list order may be adjusted:
   a. Graduating seniors will move to the top of the list and will be put in registration appointment date/time order.
   b. If you are repeating a course, you will be moved to the bottom of the wait list.

Updated January 2016
Academic Standing Policy
Labovitz School of Business and Economics

Academic Warning
Any student who has earned a term GPA less than 2.00 is placed on Academic Warning. A PW hold is placed on the student’s record requiring the student to meet with an advisor to have a conversation about developing a strategy for regaining good academic standing.

Subject to Dismissal from UMD
Any student whose cumulative or U of M GPA is less than 2.00 is considered to be subject to dismissal from UMD. A P1 hold is placed on the student’s record because an advisement appointment is required to release the hold. Students with a P1 hold are required to complete the LSBE Academic Probation Self-Assessment and then schedule an appointment with an advisor in the LSBE Advising Office to have a thorough conversation about the student’s situation and identify an action plan for returning to good academic standing.

At the end of the semester the records of subject to dismissal students are reviewed. If the student’s GPA increases up to the 2.00 level or higher, the student is returned to good academic standing. If the student shows improvement but does not increase all the way up to 2.00, the student may have their probationary status extended for one more semester. A student who does not show improvement and remains below a 2.00 will be academically dismissed from UMD. A dismissal action results in cancellation of all classes for the upcoming semester. Academic dismissal affects financial aid and on-campus housing as well. Students dismissed from UMD must be away from UMD for at least a year before petitioning for re-admission.
Exception to Degree Requirements Form

This form is used for: course substitution(s), waiver within a program, or applying a course to a specific area within a UMD program (not UMD Lib Ed Program). The Academic Petition is used for requests related to the Lib Ed Program.

Last Name __________________________ First Name __________________________ Date ____________

ID # __________________________ Email: ___________________________ @ d.umn.edu

Explain your request:

Course Add or Substitution
(Course substitutions for all teaching majors must attach a syllabus for the completed course.)

These changes are for the following: ○ major ○ minor ○ certificate __________________________ Title of major, minor, or certificate.

Course & Credits
List UMD course number here (i.e. 3EDUC 1101 or 3ANTH 1999b).

Course & Credits
List UMD course number here (i.e. 3EDUC 1101 or 3ANTH 1999b).

Catalog Year Changes (no signatures needed)
Program: ○ major ○ minor ○ certificate ○ Lib Ed Prog Students may fulfill the degree requirements identified in any combination of UMD catalogs that have been in effect since they started college or university and in effect within three years prior to their graduation from UMD. Students may select different catalogs to follow for each major, minor, and the Liberal Education Program requirements.

Change Year to: __________________________ Name of program: __________________________

Waivers
Request to waive the following: ○ credits ○ course/requirement __________________________ cr

Recommendations (if necessary)
UMD Dept __________________________ Advisor Signature __________________________ Date ____________

UMD Dept __________________________ Instructor Signature __________________________ Date ____________

Signature for Approval (required)
UMD Dept __________________________ Dept Head/Rep/Advisor __________________________ Date ____________

Comments: __________________________

Office Use Only [No email message sent to student. Check APAS for processed exception.]

Received: __________________________ RV: __________________________ Processed date: __________________________ By: __________________________
Petition for Course Substitution or Exception to LSBE Degree Requirements
Labovitz School of Business and Economics
LSBE 111A

Please read the instructions on the back. PLEASE PRINT CLEARLY.

Name: _________________________ UMD e-mail: ____________________
ID #: _________________________
LSBE Major(s): __________________ LSBE Minor(s): ___________________

Specific action requested: ____________________________________________
____________________________________________________________________
____________________________________________________________________

Information which supports your request: ________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Student Signature: _____________________________ Date: ___________________

Advisor Recommendation: Instructor Recommendation: Department Head Recommendation:

____ Recommend ______ Recommend ______ Recommend
____ Don’t Recommend ______ Don’t Recommend ______ Don’t Recommend

Signature:________________________ Signature:____________________ Signature:____________________
Date:_________________________ Date:_________________________ Date:_________________________

Decision:

____ Approved Date: ___________
____ Denied

Decision made by: ___________________________ Date: ______________

APAS adjusted: Student notified:
LABOVITZ SCHOOL OF BUSINESS AND ECONOMICS

GRADUATION CLEARANCE FORM

If you have the RK Graduation Plan hold you must complete the following steps to remove the hold:

1.) Create a Graduation Plan in Grad Planner which includes all degree requirements.

2.) Click the APAS symbol at the top of Grad Planner to access the planned-course APAS. Click the printer-friendly link to print a planned-course APAS. Discuss this planned-course APAS with your faculty advisor and have the advisor sign and date the planned-course APAS certifying your plan contains all remaining degree requirements. NOTE: The planned-course APAS within Grad Planner is different from the regular APAS report. If completing more than one LSBE major, you must attach a planned-course APAS for each program.

3.) Fill out the upper portion of this form.

4.) Attach the signed planned-course APAS to this form and submit to Advising & Academic Services in LSBE 111A. We will remove the hold from your record. You will receive a preliminary credit check one term before you graduate. You are responsible for all degree requirements, residency requirements, and having ≥2.00 GPA in the required areas.

5.) NOTE: You will also need to Apply to Graduate & complete the Commencement questionnaire to graduate.

Name_____________________________________ID_____________________E-mail___________________@d.umn.edu

Last semester and year of planned courses:     Fall            Spring          May Session                   Summer
Year  Year          Year        Year

1. Are you completing a non-LSBE degree simultaneously? If yes, name of second degree: ____________________

2. My major is: ___________________________________.

3. My second major is: ___________________________. My minor is:_____________________________

**Note: A second major or a minor is required for Economics BA degree program.

4. Apply LSBE minor or LSBE 2nd Major Credits (12 max.) to Supporting Course Credits:   YES________   NO _______

5. If you are completing an optional “Course Cluster” indicate which one:_________________________________

--------DO NOT WRITE BELOW THIS LINE---------------------------------------------------------------

Academic standing through _________________

Major Overall Coursework _______ GPA _______ Tentative Program Honors:   YES   NO

UMD Overall (Cumulative) _______ GPA _______ Tentative Latin honors: SUMMA MAGNA CUM

U of MN (Resident) _______ GPA _______ (Any tentative honors received will be circled above. (*FINAL honors determined after last semester’s grades post)

(All must be 2.00 or better to graduate)

Has student completed at least 15 of the last 30 credits while in residence?   ____YES ___NO

Has student completed at least 50% of all upper division credits while in residence?   ____YES ___NO

Has student completed 50% of required LSBE courses while in residence?   ____YES ___NO

CLEARANCE FOR DEGREE. The student is cleared when the following courses are completed:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

CERTIFIED BY: ___________________________________________ DATE:______________________

Advising Office Staff
Advising Resources on UMD Web Site

LSBE Advising Resources on the Web – lsbe.d.umn.edu/advising-resources

LSBE Forms – lsbe.d.umn.edu/students/current-students/forms

APAS Report – In MyU under the “My Advisees” tab, Click on APAS on the menu on the bottom of the page.

FERPA -- https://sites.google.com/d.umn.edu/registrar/faculty/ferpa-talking-points

UMD Catalog -- www.d.umn.edu/catalog Then click on degrees, then click on Undergraduate Majors (or minors if you need to view a minor).


Reporting Center -- in the MyU Portal, under Key Links click on Reporting Center. Reports are listed by topic.
The Passport to Professional Success program at the Labovitz School of Business and Economics provides many of the “soft skills,” which are so necessary in today’s working environment. Soft skills include leadership, written and verbal communication, problem solving, interpersonal skills, motivation, and creativity. The Passport to Professional Success is a graduation requirement for all LSBE students to ensure a successful transition into your role as a business professional.

The multi-year Passport Program consists of a multitude of professional development events and activities. These include attending a Career Services workshop, participating in Dining for Success, visiting a job fair, attending a cultural diversity event, taking part in a mock interview, and so much more.

Students participating in this program graduate from LSBE with life skills that will serve them well throughout their careers.

Passport to Professional Success 2017 and Beyond

Group A - Extracurricular and Professional Engagement (Complete 6 activities)

These activities provide opportunities for students to engage in their community and to develop the necessary skills to enhance their personal and professional development.

- Attend a student club meeting
- Attend a Leadership Workshop in the Kirby Leadership Institute
- Attend a campus Brown Bag Lunch event*
- Attend LSBE Distinguished Speaker Series event*
- Attend an invited speaker talk organized by LSBE
- Attend a Conference (e.g. LSBE Entrepreneurship Conference)*
- Attend a job or internship fair or an expo*
- Complete an informational interview*
- Attend a networking event *
- Participate in “Dress for Success” event
- Participate in “Dining for Success” event
- Attend an information session* (i.e., MGD, FMP, Internship, Club Fair, 4+1 MBA)
- Actively participate in a student organization
- Engaging in Continuous Learning*
- Advanced Continuous Learning Opportunities*

Additional Requirements on Reverse Side
• Attend a Study Abroad information session
• Attend a Career Services Workshop*
• Completion Excel Workshop Series 1
• Completion of Excel Workshop Series 2
• Volunteering for an LSBE Event, i.e. Entrepreneurship Conference or Modeling for Dress for Success event, etc.*
• Participate in a Health/Wellness event sponsored by Health Services
• Other approved activities*

Group B - Cultural Awareness and Inclusivity (Complete 3 activities)
To prepare for the business world, these activities provide an awareness and understanding of appreciating differences among people and how to embrace diversity in the workplace.
• Attend a cultural diversity event (e.g. events organized by the office of Diversity and Inclusivity)*
• Attend a cultural diversity event sponsored by LSBE*
• Attend an event organized by the Alworth Institute*
• Attend an event that supports an understanding and appreciation of differences among others*
• Other approved activities*

Group C - Experiential Immersion (Complete 1 activity)
These activities provide hands-on experiences that supplement the classroom education.
• Complete a Study Abroad short term or semester program
• Participate in a Students to Business project or the VITA program*
• Complete an internship with the LSBE internship program
• Participate in a mentorship program
• Participate in the Take Back College Leadership Workshop
• Complete 150 hours of work experience that is related to your major/career
• Serve as an officer in a student organization
• Complete 40 hours of community service
• Complete a UROP project or work as a Research Assistant supporting a faculty member
• Participate in a regional competition related to your major
• Earn professional certification in your discipline
• Serve on a collegiate or campus committee
• Serve on the LSBE Entrepreneurship Conference Planning Committee
• Provide leadership to UMD students through in a campus-wide program*
• Certification of Excel Workshop Series 1 & 2
• Other approved activities*

Note
Activities marked with a * can be repeated for two stamps for that category.
Additional activities from Group C can be applied to Group A.
Transfer students with 45 or more credits are expected to complete A=3, B=1, C=1.

For more information about requirements and an events list, see the Passport for Professional Success website at
http://lsbe.d.umn.edu/passport
Or contact us at
lsbepp@d.umn.edu
MISSION: Our mission is to facilitate student learning, development, and success through effective and individualized advising & academic services.

- We provide advising and academic services for undergraduate students.
  - We serve as the initial point of contact for students changing to a major or adding a minor in LSBE.
  - Help students understand Passport Program requirements, advise on selection of activities, and program maintenance.
  - In addition to advising all the new incoming students, we provide complementary advising with our faculty advisors in serving students admitted to candidacy.
  - We serve all students regarding senior credit checks, probation meetings, SAP Appeals, Academic Warning Triage, Midterm Alert Triage, Change of College & Major Declarations, Multi institution registration/Cross Registration, clarifying UMD/LSBE policies and procedures, and assistance with forms and petitions.

INTAKE ADVISING MODEL:
All new incoming students (freshmen and transfer students) are assigned a full-time professional advisor. LSBE uses a complete intake model to ensure all new students receive proactive and intentional advising towards a successful transition to UMD and LSBE. Since all accounting and business majors begin as a pre-major, this model allows us to focus on admission to candidacy requirements and discussions on major selection. Also, students should have a firm understanding of degree requirements and procedures by the time they transition to a faculty advisor. By establishing a relationship with a professional advisor in the Advising & Academic Services (AAS) office, students will have a “go to” person throughout their time at UMD for assistance with policies, procedures, forms, academic standing issues, and other needs that go beyond academic advising & mentorship provided by their assigned faculty advisor. The staff of AAS collaborates with LSBE faculty to meet the advising needs of our students.

ADVISING & ACADEMIC SERVICES STAFF

<table>
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<tr>
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</tbody>
</table>
Bachelor of Accounting and Bachelor of Business Administration
Lower Division Requirements

I. LOWER DIVISION REQUIREMENTS (60 cr)

Part I. Language and Reasoning Skills (14 credits)

A. Writing and Information Literacy
   Writ 1120 College Writing 3 cr

B. Oral Communication and Languages
   Comm 1112 Public Speaking 3 cr OR Comm 1222 Interpersonal Comm OR Foreign Language course

C. Logic and Quantitative Reasoning
   Math 1160 Finite, Intro to Calculus 5 cr OR Math 1296-Calculus I
   Econ 2030 Applied Stats for Bus/Econ 3 cr

Part II. Knowledge Domains (25 credits minimum)

A. Natural Sciences (2 designators, 1 lab)
   ___________________________ 4-5 cr (w/lab)
   ___________________________ 3-5 cr

B. Social Sciences
   Econ 1022 Principles of Econ:Macro 3 cr
   Econ 1023 Principles of Econ:Micro 3 cr
   Psy 1003 General Psychology 4 cr

C. Humanities
   Blaw 2001 Legal Environment 3 cr

D. Fine Arts

Part III. Key Topics

Course used for Global Perspective:

Course used for Cultural Diversity in the US:

Course used for Sustainability:

ADDITIONAL PRE-MAJOR REQUIREMENTS

*Acct 2001 Prin Financial Acct 3 cr
*Acct 2002 Prin Managerial Acct 3 cr
MIS 2201 IT in Business 3 cr
UST 1000 UMD Seminar 1 cr
LSBE 2000 Interpersonal/Team Skills 1 cr

*Grade of C of higher is required in Acct 2001 and Acct 2002 to be admitted into upper division for the accounting major

Non-LSBE electives to total 60 lower division credits.

Requirements for Admission to Candidacy- (upper division status).

- Cumulative GPA and U of M GPA must be at least 2.60
- Pre-Major GPA must be at least 2.00
- Completion of (or have remaining classes in progress) all pre-major coursework.