



Undergraduate Student Handbook

2015-2016



UNDERGRADUATE PROGRAMS

1111 University Hall

Telephone: (312) 996-2700 Fax: (312) 413-4201

Web site: business.uic.edu

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UNDERGRADUATE PROGRAMS OFFICE

MISSION

The Undergraduate Programs Office, with its student-centered approach, strives to develop self-assured, technically competent, business sophisticated students who become loyal alumni.

GOALS

- Demonstrate attitudes of respect for the dignity of each person and an appreciation of individual differences.
- Encourage students to develop and achieve individual, academic, professional, and career goals reflective of their abilities and interests.
- Exceed student expectations by providing high quality service, programming and opportunities.
- Assist students in developing leadership skills, an entrepreneurial spirit, pride in UIC, and an appreciation of diversity in preparation for a global business environment.

MAILING ADDRESS

University of Illinois at Chicago
Undergraduate Programs (M/C 065)
College of Business Administration
1111 University Hall
601 S. Morgan Street
Chicago, IL 60607

PHONE: (312) 996-2700

FAX: (312) 413-4201

OFFICE HOURS

Monday through Thursday, 8:30 a.m. – 4:45 p.m.

Friday, 8:30 - 4:30 p.m.

QUESTIONS

The College of Business Administration Undergraduate Programs Office can answer most of your academic questions. If we cannot provide you with the information you need, we will direct you to the appropriate campus office. Please feel free to call or stop by 1111 University Hall for assistance.

THE STUDENT'S ROLE AT THE COLLEGE OF BUSINESS ADMINISTRATION

It is important to realize that you as a student play an important role in the pursuit of your educational and career goals. You can maximize your prospects for future success by utilizing the various resources at UIC to provide you with the necessary tools to make informed educational decisions.

You should:

- Prepare for and keep appointments with advisers and professors.
- Work closely with your adviser to plan your academic program of study so that you will take the required courses in their proper sequence to meet the requirements of your major.
- Know basic University and College requirements.
- Establish and follow your academic plan.
- Utilize university resources.
- Read the catalog, College of Business Administration publications, and your e-mail.

- Review your academic progress every semester by checking your DARS degree audit on the my.UIC.edu student portal.
- Attend and participate in all classes.
- Start working on your career preparation and goals by your sophomore year.
- Get involved in campus and community events.
- Take responsibility and ownership for your academic and career decisions.
- Familiarize yourself with and be responsible for the contents of this handbook.

SCHEDULE YOUR OWN APPOINTMENT ONLINE

College of Business Administration students can schedule their advising appointments online: <https://shibboleth-uic-cba-insight.symphlicity.com/sso>

ACADEMIC ADVISING

The College of Business Administration Undergraduate Programs Office provides advising regarding course selection and registration, transfer credit, academic probation, and progress made toward your degree and resume review. It is your responsibility to make certain that you are fulfilling the degree requirements. Therefore, the College strongly recommends that all continuing students meet with an adviser for a credit evaluation each semester.

OBJECTIVES OF ACADEMIC ADVISING

- Understand general education, business core, and major requirements
- Understand the relationship between your chosen major and your career plans and goals
- Utilize the resources available to you on campus, such as the Student Success Center, Business Career Center, Business Learning Center, Counseling Center, and support programs
- Explore extracurricular activities and student organizations to enhance your education, professional development, and overall college experience

ADVISER RESPONSIBILITIES

- Assist you in exploring areas of study and corresponding careers in order to help you choose appropriate majors, minors, and tracks through an educational plan.
- Explain institutional and college policies and procedures, curriculum, academic programs, and student services.
- Refer you to other campus resources, support programs, and staff and faculty members as needed to enhance your UIC experience.
- Help you navigate through advising resources such as Degree Audits, 4-year plans, major maps, and your student portal.
- Create a safe, positive environment in which you are free to explore ideas and interests and ask questions while maintaining confidentiality.
- Be accessible via email, phone, and by appointment to respond to students in a timely manner.
- Actively listen to your questions or concerns and provide support as needed.

STUDENT RESPONSIBILITIES

- Adhere to Honor Code and all policies as outlined in the CBA handbook.
- Schedule and attend an advising appointment at least once per semester to discuss academic and career goals, as well as plan courses for the following semester. Come to your appointment prepared with questions and/or concerns. Follow through on advising recommendations.

- Take responsibility for academic planning. Regularly monitor your degree progress using your Degree Audit Report (DAR). Ensure you are completing all required pre-requisite courses.
- Review courses as soon as a new schedule is available for the following semester.
- Resolve your holds prior to registration.
- Register as soon as your time ticket opens to avoid closed courses, which may delay your graduation.
- Familiarize yourself with the Business Career Center, Business Learning Center, and Student Organizations. Use these resources to assist you in achieving your academic, personal, & career goals.
- Graduate in a timely manner based on your educational plan.

REQUIRED ADVISING

All students are encouraged to meet with their adviser each semester; however, the following students are required to schedule an appointment with an adviser:

- Students on academic probation must meet with an adviser at least three times each semester until the probationary status has been cleared.
- Each semester, juniors and seniors majoring in accounting are required to meet with a College adviser prior to meeting with an assigned faculty adviser in the Accounting Department.
- During the fall semester, all beginning freshmen and new transfer students must meet with an adviser during their first semester at UIC.
- All graduating seniors are required to meet with an adviser for a graduation check appointment no later than the semester in which they plan to graduate. The University sets a deadline of the third week of classes (second week of summer term) for this process to be completed during the student's final semester. It is highly recommended that you complete a graduation check the semester before you plan to graduate.

COMMUNICATION PROTOCOL

- Due to privacy reasons, your UIC faculty and staff will communicate solely with your uic.edu email account. It is your responsibility to check your university email regularly to stay informed of opportunities, updates, and deadlines.
- Include your full name and UIN in all email communication with UIC faculty and staff.
- Professionally address all email correspondence.
- Leave a voicemail on your first attempt to reach faculty and staff by phone. Clearly state your name, UIN, and a number where you can be reached.
- Advising staff will respond to all student correspondence within 1-2 business days.

COLLEGE OF BUSINESS ADMINISTRATION – COMMUNICATION PROCESS

In addition to the *College of Business Administration Student Handbook*, you should be aware of these other *online* publications and notices:

- **UIC email is the official means of communication** that the College of Business Administration uses to contact our students. Most official correspondence from the College of Business Administration will be sent by UIC email. Students should make a habit of checking their email regularly for notices from the College of Business Administration Undergraduate Programs Office. All emails sent from students must include the person UIN for verification purposes.
- **UIC Business Connect** is where important notices regarding upcoming events and opportunities are posted. Once students log in, they can sign up for events as well as make an appointment with their academic adviser.

COLLEGE OF BUSINESS ADMINISTRATION – ONLINE RESOURCES

- **The College of Business Administration Undergraduate Programs website:** The “current students” tab of <http://business.uic.edu/> is where you can obtain your information online. You can also schedule an advising or career services appointment.
- **UIC Business Connect:** College of Business Administration students can schedule their academic and career advising appointments online through **Connect:** <https://shibboleth-uic-cba-insight.symplcity.com/sso>
- **College of Business Administration Forms and Petitions** are available for students to complete online: <http://business.uic.edu/home-uic-business/current-students>
 - Course Repeat and GPA Recalculation
 - Course Overload Petition
 - Credit/No Credit Petition
 - General Petition
 - Late Drop Petition
 - Transfer Course Petition
 - Transfer Credit Petition
- **UIC Undergraduate Catalog 2015-2017** is your guide to completing your College of Business Administration degree and provides an overview of undergraduate studies, including University policies and procedures that have an effect on undergraduate students. It includes undergraduate programs and degree requirements, course descriptions, and course prerequisites. It can be found online at: <http://www.uic.edu/ucat/catalog/>
- **UIC Schedule of Classes**, maintained by the Office of Admissions and Records (OAR), lists all courses offered during the term. It can be found on the UIC Portal: <https://my.uic.edu/common/>
- **Admissions website** provides a calendar of registration and examination dates for each term, and summarizes University policies regarding records, registration, student health insurance, tuition, and fees. It can be found at: http://www.uic.edu/depts/oar/current_students/index.html

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT PRIVACY *Reprinted from the UIC Undergraduate Catalog (online version)*

The Family Educational Rights and Privacy Act (FERPA) prohibits access by non-University personnel to information about individual students without the student's written authorization, except that which is considered public information. The University of Illinois at Chicago hereby designates the following as public or "directory information." Such information may be disclosed by the University for any purpose, at its discretion.

1. Student name(s).
2. University Identification Number (UIN).
3. University e-mail; and permanent city, state, and postal ZIP code.
4. Class/Level (Graduate, Undergraduate, Professional, Nondegree, Freshman, Sophomore, Junior, Senior).
5. College and Major Field of study/Concentration/Minor.
6. Day and month of birth.
7. Participation in officially recognized activities and sports.
8. Weight and height if the student is an athletic team member.
9. Dates of admission/attendance.
10. Attendance site (campus, location).
11. Expected graduation date.
12. Degrees conferred, with dates.
13. Current term hours enrolled and enrollment status (full-time, part-time, not enrolled, withdrawn and date of withdrawal).
14. Awards, honors, and achievements (including distinguished academic performance), with dates.
15. Eligibility for membership in honoraries.
16. For students appointed as fellows, assistants, graduate, or undergraduate hourly employees, the title, appointing department, appointment date, duties and percent time of appointment.

TO EXAMINE HIS OR HER RECORD, the student must submit a written request to the appropriate record-keeping office. The appropriate office will comply with the request within a reasonable amount of time, not to exceed 45 days after receipt of the request.

TO PREVENT THE RELEASE OF DIRECTORY INFORMATION, the student must submit a request form to the Office of Registration and Records no later than the tenth day of the semester (fifth day of Summer Session). Such requests for nondisclosure will be honored so long as the student is continuously enrolled or unless he/she revokes the request in writing. More information is available at:

http://www.uic.edu/depts/oar/campus_policies/records_policy.html

COLLEGE OF BUSINESS ADMINISTRATION HONOR CODE

As an academic community, the College of Business Administration at UIC is committed to providing an environment in which teaching, learning, research, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the college community – students, faculty, staff, and administrators – share the responsibility of ensuring that high standards of integrity are upheld so that such an environment exists.

Students are required to sign off on the following pledge:

In pursuit of these high ideals and standards of academic life, as a student, I hereby commit myself to respect and uphold the College of Business Administration's Honor Code during my entire matriculation at UIC. I agree to maintain the highest moral and ethical standards in all academic and business endeavors and to conduct myself

honorably as a responsible member of the college academic community. This includes the following:

- Not to seek unfair advantage over other students, including, but not limited to giving or receiving unauthorized aid during completion of academic requirements.
- To represent fact and self truthfully at all times.
- To respect the property and personal rights of all members of the academic community.

HONOR CODE VIOLATIONS AND ENFORCEMENT

Violations of the Honor Code are just causes for discipline under the UIC Student Disciplinary Procedure, and all allegations of Honor Code violations shall be handled pursuant to that Procedure. Just cause includes, but is not limited to, any one or a combination of the following:

STANDARDS OF CONDUCT

Students assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of the university community. The University may at any time exclude a student or impose disciplinary sanctions on a student for violations of the UIC Standards of Conduct. The conduct for which students are subject to disciplinary action includes, but is not limited to, the following:

A. Academic Dishonesty. Any violation of the, "Guidelines Regarding Academic Integrity" which includes but is not limited to: giving or receiving unauthorized aid in any assignment or examination, plagiarism, tampering with grades, or other academic irregularities.

B. Violation of Professional Standards. Any conduct which violates any commonly recognized or generally accepted professional standards (as defined by the student's college) including, but not limited to unacceptable conduct in clinical, practicum, or off-campus training.

C. Withholding Information or Giving False Information. Withholding information or giving false, misleading, or inaccurate information during a University process or proceeding or to any University department, committee, or official for any reason.

D. Disruption of University Activities. Conduct that prevents, limits, creates hazards for, or impairs the teaching, research, public service, community, professional, athletic, organizational, administrative, clinical, academic, and/or ordinary business of students, faculty, and staff. Disruptions include, but are not limited to: disruption of building services, noise disruptions, interference with or obstruction of university activities or proceedings, prevention of access to classes and university facilities, and all other university or university-approved events, including conduct in residence halls, hospitals, clinics, practicum or any off-campus activities, study, or training programs.

E. Failure to Comply with Requests from University Officials. Failure to comply with the requests from University officials, including but not limited to: refusal to show or surrender a university identification card, or failure to respond to mail, email, and telephone messages regarding allegations of misconduct.

F. Rules, Policies, Procedures Violations. Violations of University or Campus Housing rules, policies and/or procedures, including, but not limited to, the policies on discrimination, sexual harassment, smoking, and parking.

G. Misuse or Unauthorized Use of University Facilities, Property, and Grounds. Including, but not limited to the following: Tampering with university property or equipment; causing damage to personal or university property; theft of personal or university property; the sale, receipt, or possession of stolen goods; theft of services including telephone, internet, and cable services; unauthorized access to, presence in, or use of university facilities and grounds; duplication, use, or unauthorized possession of a university key card or key; arson; tampering with fire and/or safety equipment; failure to follow fire drill or other emergency procedures; and violation of University and Campus regulations on demonstrations, picketing, and distribution of printed materials.

H. Misuse or Unauthorized Use of University Documents. Including, but not limited to: Alteration, mutilation, misuse or fraudulent use of an official University document or granting permission for the use of a university document by an unauthorized person. Official documents include, but are not limited to: UIC ID cards, course programs, charge slips, receipts, grade reports, transcripts, computer access/account numbers, and CTA U-Pass.

I. Misuse or Unauthorized Use of University Resources and Information. Including, but not limited to: Misuse, theft, or misappropriation of funds, library, research, and computer resources or information; Misuse of email and internet services including (e.g. harassment, fraudulent activities, unauthorized use of stored data, communication interfaces, computer software or hardware, and library and research materials; granting access to others to computer/library resources and/or giving information to a person or persons not authorized to have access to such resources or information; any conduct that impairs the proper access and/or usage of computer/library resources or facilities by members of the University community; any conduct which violates the policies on acceptable use of ACCC and library services and facilities.

J. Offenses Involving Substances, Products, and Drugs. Including, but not limited to the misuse or unauthorized possession of intoxicants (e.g... alcohol), controlled or illegal substances, drug paraphernalia, or materials dangerous to public health and safety.

K. Offenses Involving Weapons. Possession, display, or use of firearms, weapons, fireworks, explosives, ammunition, or the abuse of flammable substances.

L. Violation of the Rights of Any Person. Including, but not limited to actions which are considered hazing, unlawful harassment, stalking, or coercion; actions that may cause mental or bodily harm to another person(s) or oneself; conduct that threatens or endangers the safety of others or constitutes physical or psychological abuse or intimidation; or any other inappropriate or disruptive behavior that evidences poor adjustment to the university community.

M. Violation of Regulations for Student Organizations. Violations of regulations established for student organizations, including but not limited to, financial and student election regulations. Student organizations whose members engage in activities which violate the university's Standards of Conduct may have their campus privileges suspended or revoked and officers and/or members, as individuals, may be subject to individual disciplinary action on the basis of their responsibility for, or participation in, the proscribed activities.

N. Actions That Adversely Affect the University's Community Interest. Actions that violate the laws or regulations contained in the Student Disciplinary Policy and/or which substantially affect the interest of the University community even if such actions do not occur on University premises or property or at University-sponsored events.

O. Violation of Local, State or Federal Law, or Board of Trustees' Action. All actions occurring on or off University premises that would constitute a violation of local, state, or federal law, or Board of Trustees' action.

For a complete description of just causes for discipline, disciplinary procedures, and sanctions, please click here: <http://dos.uic.edu/conductforstudents.shtml>

UIC OMBUDS SERVICE

UIC is a large, complex organization with many policies and procedures. As a result, you may encounter misunderstandings, and may require assistance. The UIC Ombuds Service works independently and acts as a neutral, objective, and confidential mediator.

The Ombuds Service advocates for fairness, investigates student complaints, reports and findings, and helps to achieve equitable settlements. The Ombuds Service analyzes both sides of a situation impartially to ensure that students receive fair and equitable treatment from all offices within the University.

LOCATION: 3030 Student Services Building (SSB)
PHONE (312) 996-4857

COMPLAINT & GRIEVANCE PROCEDURES

UIC has developed a process for dealing with alleged cases of discrimination, abuse, and other instances of alleged administrative injustice or grading unfairness. An individual entitled to use the Complaint and Grievance Procedures is expected to attempt to resolve his or her complaint informally before formalizing the complaint as a grievance. A formal grievance must be filed, if at all, within 60 days from the time an individual knows, or reasonably should have known, that an occurrence has affected his or her status. Information regarding the grievance process may be obtained from the Office of the Ombudsperson, 3030 Student Services Building (SSB), (312)

996-4857. The Complaint and Grievance Procedures are not available for use in issues under the purview of the Senate Committee on Student Discipline, the campus FERPA policy, or Policy and Rules-Nonacademic. More information can be found on the Student Grievance Policy Procedure:

http://www.uic.edu/depts/oar/campus_policies/public_grievance_procedures.html

The College of Business Administration adheres to the University grievance procedure guidelines which state that a formal grievance must be filed, if at all, within 60 days from the time an individual knows, or reasonably should have known, that an occurrence has affected his or her status and after they have exhausted the following college procedure:

College of Business Administration students should discuss their questions of grades with the instructor of the course. If the student is not satisfied with the outcome, the student should contact the Department Head of the course. If the matter needs further investigation, the student would have to file a written statement with the Assistant Dean of the College of Business Administration, located at 1111 University Hall.

ACADEMIC PRINCIPLES AND GUIDELINES

COURSE CREDIT

Course credit at UIC is measured in semester hours. The number of hours a class is worth is approximately equal to the number of classroom hours spent in the course each week. A classroom hour is equal to 50 minutes. For example, a 3-semester hour class that meets for 3 classroom hours per week is equivalent to 3, 50-minute periods.

CLASS STANDING

The number of earned semester hours (courses successfully completed) determines your class standing. Here is how it breaks down:

HOURS EARNED	CLASS STANDING
0-29 HOURS	Freshman
30-59 HOURS	Sophomore
60-89 HOURS	Junior
90 or more HOURS	Senior

DEFINITION OF A UIC SEMESTER

UIC semesters are 15 weeks long with the 16th week as final exams week. The summer term comprises two sessions. The 4-week session is followed by the 8-week session. Students can enroll in courses for one or both of the summer sessions. The recommended average course load during the fall and spring semester is 15 semester hours. Carrying 15-16 semester hours of degree-oriented course work each fall and spring term should enable you to graduate within four years; however, many factors influence how many hours you should take each term such as class status, activities, work schedule and commute.

You should expect to complete a minimum of 3 hours of homework, studying, and reading, etc., for each hour spent in the classroom. In addition, you will need to consider how many hours you work and/or commute to campus when determining how many hours you can successfully handle each term.

FULL-TIME vs. PART-TIME STATUS

Students can be registered for a full-time or part-time course load. In order to be considered a full-time student during the fall and spring semesters, you must be registered for a minimum of

12 semester hours. During the summer term, full-time status is defined as 6 semester hours over the duration of the 4 week and 8 week sessions. Enrolling in 15 to 16 hours per semester (fall or spring) is considered average; 9 hours over the summer term is considered average.

- We often encourage new freshmen to take only 12-13 credits their first semester while they are adjusting to their new surroundings. In general, this means you will be taking at least 3 to 4 courses for the semester.
- You may not register for more than 18 hours (One course in 4 week summer session and 9 hours in 8 week summer session) without prior approval from the Undergraduate Programs Office in the form of a petition.
- Part-time students are enrolled for less than 12 credit hours per semester; less than 6 for the summer session.

It is important to keep in mind that if you expect to receive full financial aid, you usually have to be enrolled on a full-time basis, and, in some cases, for at least 15 hours per semester. Always refer to the Financial Aid Office for any questions regarding your financial aid.

CLASS ATTENDANCE

It is the responsibility of the student to meet all attendance requirements of each class. **You should attend all class sessions.** Most professors will have a grading policy that includes class attendance. Poor attendance (e.g., missing 2 or more classes) may have a negative impact on your grade. You should not make the false assumption that an instructor will automatically drop you for non-attendance. It is your responsibility to make certain that all courses are added and dropped properly. The University allows each instructor to establish attendance requirements. Each instructor is responsible for making his/her attendance requirements clear to the students. Regular class attendance is necessary for achieving academic success.

UIC RELIGIOUS HOLIDAYS OBSERVANCE POLICY

In accordance to state laws, the faculty of the University of Illinois at Chicago shall make every effort to avoid scheduling examinations or requiring student projects be turned in or completed on religious holidays.

Students who wish to observe their religious holidays must notify the faculty member by the tenth day of the term that they will be absent unless their religious holiday is observed on or before the tenth day. In such cases, the student shall notify the faculty member at least five days in advance of the date when he or she will be absent. The faculty member shall honor the request and not penalize the student for missing class. If an examination or project is due during the absence, the student shall be given an assignment equivalent to the one completed by those students in attendance. Religious Holiday schedule:

<http://oae.uic.edu/docs/ReligiousHolidaysFY20142016.pdf>

MAKING ACADEMIC PROGRESS

- To complete the degree in four years, students need to complete an average of 15-16 hours each semester. The maximum course load is 18 hours per fall or spring semester. During the summer session, the maximum load is one course (3-5 hours) during the 4-week summer session and 9 hours during the 8-week summer session.
- It is your responsibility to ensure you have met the prerequisites for any course in which you enroll. Current prerequisites are listed in the *UIC Schedule of Classes*.
- To meet prerequisites for core and major courses, you must enroll in a math or statistics course each semester until the sequence is complete. The Advanced Quantitative Skills requirement is part of this required sequence of courses.
- Meet with your adviser every semester to review your academic progress, course options, and UIC resources and activities.

- ENGL 160 and 161 should be completed with minimum grades of “C” by the end of the freshman year. BA 200 should be taken the semester after completing ENGL 161.
- ECON 120/ECON 121 should be completed during the semester in which you enroll in your MATH track.
- A grade of “C” or better is needed to satisfactorily complete courses in your MATH track.
- IDS 200 should be completed the second semester of the freshman year or during the sophomore year. IDS 355 should be completed the semester after IDS 270 credit is earned.
- The Integrative course should be taken during your final semester at UIC. *The Business Core must be completed before taking IDS or MGMT 495.*

ACADEMIC SUPPORT SERVICES

COLLEGE OF BUSINESS ADMINISTRATION BUSINESS LEARNING CENTER

The College of Business Administration offers free tutoring by appointment to all business students during the fall and spring semesters. Tutoring is a wonderful opportunity for you to improve your study skills and comprehension. College of Business Administration tutors can provide you with supplemental instruction and material overview. A tremendous benefit of tutoring is that it affords you the opportunity to learn with the assistance of a peer, thus better opening the flow of communication and understanding. If you are seeking assistance and would like additional information about the Business Learning Center, please stop by L270 ETMSW or call (312) 996-5199.

ACADEMIC CENTER FOR EXCELLENCE (ACE)

The Academic Center for Excellence (ACE) is a multi-faceted academic support program open to all UIC students, from freshman through graduate/professional level.

LOCATION: 2900 Student Services Building (SSB)

PHONE: (312) 413-0031

AFRICAN AMERICAN ACADEMIC NETWORK (AAAN)

The mission of AAAN is: To increase the recruitment, retention, and graduation rates of African American students. In keeping with that focus, AAAN is also committed to establishing an inclusive and supportive campus environment. AAAN sponsors social and cultural activities to encourage student involvement, and advocates for the interests of its participants.

LOCATION: 2800 Student Services Building (SSB)

PHONE: (312) 996-5040

ASIAN AMERICAN RESOURCE AND CULTURAL CENTER (AARCC)

Provides education and resources for and about Asian Americans; increases awareness of diverse Asian American issues, cultures, and communities; strengthens the Asian American campus community, support the growth of Asian American Studies; guides Asian American students in reaching their academic, personal, and professional potential.

LOCATION: 101 Taft Hall

PHONE: (312) 413-9569

CENTER FOR GENDER AND SEXUALITY

Provides or facilitates LGBTQA education, outreach, research, and support aiming to eliminate fear and prejudice for everyone at UIC.

LOCATION: 1180 Behavioral Sciences Building (BSB)

PHONE: (312) 413-8619

COUNSELING CENTER

The life of a university student is complex and challenging, whether entering college for the first time, coming back after a "time out," or working on an advanced degree. When personal

problems, career questions, or relationship issues interfere, Counseling Services staff are prepared to help students attain their personal and academic goals.

Services available

- Individual counseling, usually on a weekly basis
- Couples counseling, for students in a committed relationship
- Group counseling, with 5 - 7 students, sometimes on a specific topic
- Career Counseling
- Diagnostic assessment
- Psychiatric evaluation and medication management
- Referral to other resources, on or off campus

LOCATION: 2010 Student Services Building (SSB)

PHONE: (312) 996-3490

COUNSELING HELP AND ASSISTANCE NECESSARY FOR A COLLEGE EDUCATION (CHANCE)

The Office of School Relations and the CHANCE Learning Center (CLC) in collaboration with both on and off campus partners provides access for its students to the following: Academic Skills Builders courses, tutoring services (face-to-face and web-based), peer-to-peer mentors, specialized seminars and workshops. We also offer access to professionals who provide programs tailored to improve and enhance students' academic and professional profiles, technology training and assistance, and cultural enrichment opportunities.

LOCATION: 2080 Student Services Building (SSB)

PHONE: (312) 996-2415

DISABILITY RESOURCE CENTER

The Disability Resource Center works to ensure the accessibility of UIC programs, classes, and services to students with disabilities. Services are available for students who have documented learning disabilities, vision or hearing impairments, and emotional or physical disabilities.

Students may be eligible for:

- Exam modifications
- Alternate print formats
- Sign language interpreting
- Real-time captioning
- Class relocations
- Assistance with academic modifications
- Access problem-solving
- Advocacy and referrals
- Other reasonable accommodations

UIC is committed to the full participation of all students with disabilities.

LOCATION: 1190 Student Services Building (SSB)

PHONE: (312) 413-2183 (voice) or (312) 413-0123 (DD only)

LATIN AMERICAN RECRUITMENT AND EDUCATIONAL SERVICES PROGRAM (LARES)

The Latin American Recruitment and Educational Services program has been in existence since 1975. Since then, the program has grown from approximately 100 students to its present enrollment of more than 3300. LARES was established to assist UIC in the recruitment of Latinos and to provide academic support to increase their chances for success.

LOCATION: 2640 Student Services Building (SSB)

PHONE: (312) 996-3356

MATH SCIENCES LEARNING CENTER

Have a question about your Math homework? Do not suffer alone! Want to meet other students with an interest in the Mathematical Sciences? The Mathematical Sciences Learning Center is

THE PLACE to talk Math at UIC. The facility is open five days a week and offers a comfortable setting for both TA and peer tutoring. There will be laptops for checkout and use in the center, supported by a wireless network.

LOCATION: 430 Science and Engineering Offices (SEO)

WEBSITE: <http://www.math.uic.edu/undergrad/mslc/>

EMAIL: mlc@uic.edu

NATIVE AMERICAN SUPPORT PROGRAM (NASP)

The Native American Support Program (NASP) strives to increase the enrollment, retention and graduation rates of Native American students. NASP fosters a climate supportive of positive experiences for Native American students at the University of Illinois at Chicago and within the Native communities.

LOCATION: 2700 Student Services Building (SSB)

PHONE: (312) 996-4515

OFFICE OF INTERNATIONAL SERVICES (OIS)

Provides immigration rules and regulations counseling and advising to international students, faculty, staff and scholars; facilitates the transition of international students, faculty, staff and scholars to life at UIC and the U.S. by providing continuous services aimed at assisting in the assimilation process.

LOCATION: 2160 Student Services Building (SSB)

PHONE: (312) 996-3121

TRANSFER STUDENT ASSISTANCE

Provides a place for new transfer students to come for information and assistance in making a successful transition to UIC.

LOCATION: 2279 Student Services Building (SSB)

PHONE: (312) 413-9693

TRIO: EDUCATIONAL OPPORTUNITY OUTREACH PROGRAMS

The goal of TRIO/ASP is to help increase the retention and graduation of low-income, first-generation college students and to foster an institutional climate supportive of their success. We seek to accomplish these goals through supportive services that foster academic achievement, personal growth and development, self-actualization, self-confidence, and leadership.

LOCATION: 2270 Student Services Building (SSB)

PHONE: (312) 996-5046

WRITING CENTER

The Writing Center, sponsored and operated by the Department of English, provides free tutoring and consultation to students. Tutors are trained to help students from all academic disciplines with any aspect of their writing including generating ideas; organizing, developing, and clarifying ideas; and revising. Students who are interested in working with other writers may tutor for academic credit.

LOCATION: 105 Grant Hall

PHONE: (312) 413-2206

EMAIL: uicwrite@uic.edu

REGISTRATION

All eligible continuing students will receive permission to register online on the my.UIC.edu portal Student Self Service system. Permission to register is referred to as a Time Ticket (appointment to register). You will need to use your NetID and common password to access your time ticket, which will list the exact day and time you may register for classes. Registration eligibility can be verified by calling the Registration Help Line at (312) 996-8600.

Registration is based on your academic status:

- Currently enrolled continuing students are eligible to register and will be able to access their Time Ticket on the Student Self Service system.
- Students who are continuing but not currently enrolled are eligible to register beginning with the Open Registration period.
- Beginning freshmen, new transfer students and most readmitted students will register during their official orientation session. Please understand that you will not be able to meet with an advisor before your orientation date. Students are encouraged to register before orientation. During orientation, students will be able to discuss their class schedules with an adviser.

REGISTRATION HOLDS

If you have a hold on your account, you may not register or, in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for required academic advising, financial indebtedness to the University, reasons pertaining to unmet financial aid obligations, disciplinary reasons, or an incomplete Medical Immunization Record.

If you have not cleared your hold/s before the time stated in your time ticket, you will not be able to register until the hold has been cleared.

my.UIC.edu PORTAL

my.UIC.edu is the University of Illinois at Chicago web portal. It unifies a vast amount of information into a series of easily navigable pages. my.UIC.edu provides you with an extensive series of personalized resources to help guide you through your academic career at UIC, including: admissions, enrollment, registration, academic resources, communication tools, customizable pages and search tools.

'Academics' is where your main academic resources will be.

It is divided into six sub tabs:

- My Classes – displays your course schedule and links to useful resources.
- Registration – student registration information and links to class scheduling tools.
- Records – links to student records and personal information.
- Degree Audit – run an unofficial degree audit and access transfer guides.
- Scheduling – use these tools to build your class schedule.
- Resources – links and phone numbers to help resolve common questions and problems.

WITHDRAWAL FROM THE UNIVERSITY (CANCELING REGISTRATION) DURING THE DESIGNATED ADD AND DROP PERIOD

If, after registering for classes, you determine that you will not be attending UIC you will need to withdraw from the term. The designated add and drop period is during the start of the term until the 2nd Friday of fall and spring semesters by 11:59 p.m., the 1st Wednesday of the 4 week summer session by 11:59 p.m., and 1st Friday of the 8 week summer session 2 by 11:59 p.m.. Students who officially withdraw from the University by the end of this designated Add/Drop period for a term will receive a full refund of tuition and fees. Information on how to drop classes

within the Add/Drop period can be found here:

http://www.uic.edu/depts/oar/registration/withdrawal_how-to.html

Cancellation in person must be completed in the Office of Registration and Records at 1200 Student Services Building (SSB) during business hours.

New Admits Take Note: If you cancel your registration or withdraw from all your courses within the first two weeks of classes, but wish to return to the University for a subsequent term, you must file another application for admission.

WITHDRAWAL FROM ALL CLASSES (AFTER THE 10TH DAY OF THE SEMESTER)

A University Withdrawal is the formal termination of registration in all courses after the tenth day of classes during the fall and spring semesters. This procedure is initiated in the College of Business Administration Undergraduate Programs Office, 1111 University Hall. The last day to withdraw from all courses at UIC is the last day of instruction for the term. You may be eligible for a pro-rata refund based on the official date of withdrawal. For more information, refer to: http://www.uic.edu/depts/oar/financial_matters/refund_schedule.html

Students who withdraw from all of their classes will be assigned grades of W for each class. These W's do not count towards your late drop limit. The Office of Financial Aid should be consulted before withdrawing from classes if you receive financial aid.

All questions regarding refunds of tuition and fees resulting from withdrawing or canceling registration should be directed to the Office of Records and Registration in the Student Services Building (SSB).

You must have continuing student status to attend any subsequent term after a withdrawal is processed. Continuing students are defined as students whose enrollment at UIC has not been interrupted for more than one semester in succession (summer session excluded). Students who lose continuing status are considered "former students" and must fill out an application for readmission.

IMPORTANT: Please contact your college if you need to withdraw from a term once the online request is no longer available.

COURSE ADD, COURSE DROP & CHANGING SECTIONS

If you need to make schedule changes during the designated Add/Drop period specified above, you may do so by using Student Self Service system on the my.UIC.edu portal.

The College of Liberal Arts and Sciences (LAS) restricts entry into their classes after the first week of the Fall and Spring terms, regardless of whether the class is still available on UIC Web for Student. You will need to check with the instructor of the course before enrolling.

LATE DROP

After the Add/Drop period, College of Business Administration students must petition the College of Business Administration Undergraduate Programs Office in 1111 UH to do a late drop, and if approved, a grade of W will be assigned for the course and students will still be responsible for the 10th day tuition assessment.

You will only be allowed to late drop a maximum of 4 courses during your entire academic career in the College of Business Administration

- For the Fall or Spring Semesters, the late drop period extends between the 3rd and the 10th week of the semester.

- Deadlines vary for Summer Sessions I and II; please review the UIC Academic Calendar for exact dates of drop deadlines.

If you wish to exercise this privilege, you must complete a Late Drop Petition form which you can find on the College of Business Administration Undergraduate Programs website: <http://business.uic.edu/home-uic-business/current-students>

College of Business Administration students may not drop courses after the late drop deadlines.

Late Drop Precautions

- To avoid difficulty, you should seek the assistance of your College of Business Administration adviser to plan a manageable course schedule.
- Get feedback from your instructors before the drop deadline to determine if you are succeeding in your classes.
- You should give careful consideration before using this option early in your academic career.
- If you receive financial aid, you should contact the Office of Financial Aid before exercising this option.

ACADEMIC GRADES & POLICIES

ENFORCEMENT OF COURSE PREREQUISITES

Prerequisites are included in course descriptions. Students are responsible for completing all prerequisites prior to enrolling in a course. For some courses, the student registration system will prevent students from registering if prerequisites have not been completed. *Regardless of whether or not the registration system prevents a student from enrolling in a course, the University will not be responsible for a student's failure to adhere to the prerequisites.*

ENFORCEMENT OF MATH COMPLETION

Students must register for a Math course every semester until they complete the required math and statistics sequence. A grade of "C" or better must be earned to satisfactorily complete your Math courses. Students may be dismissed if they fail to show progress in Math completion.

COMPUTER REQUIREMENT

Business students are required to have a laptop computer that can run the latest versions of Microsoft Windows and Office and has Wireless internet access.

GRADING & GRADE POINT SYSTEM

As a degree-seeking student, you should thoroughly understand the meaning of grades and symbols and the grade point value of each grade. The following grades are used: **A, B, C, D, F, I** (Incomplete), **CR** (Credit: Credit/No Credit option), **NC** (No Credit: /Credit/No Credit Option), **W** (Withdrawn), **NR** (Not Recorded), **DFR** (Deferred).

Grades	Equivalent	Grade Points Per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but passing	1
F	Failure	0

A grade of A, B, C, D, or CR is required to receive credit toward the degree requirements. A grade of D is a passing grade in a course; however, in some cases a grade of C is required for

students to progress in a course sequence. You will be responsible for checking course prerequisites for this information.

CREDIT/NO CREDIT OPTION

Students interested in taking a course under the credit/no credit option should complete and submit the Credit/No Credit Request form by 4:30 p.m. on the official 10th day of classes during the fall and spring semesters on our website at:

<http://business.uic.edu/home-uic-business/current-students>

The Credit/No Credit request deadline for the 4-week summer session is the 3rd day of the term and the deadline for the summer 8-week session is the 5th day of the term. The request cannot be revoked after the deadline. Students will be sent email confirming or denying the request.

Rules for the Credit/No Credit Option

In order to take a course Credit/No Credit you must be:

1. A College of Business Administration student.
2. Enrolled for a minimum of 12 hours (6 in the Summer).
3. In good academic standing (not on probation).
4. Students can only take one eligible Credit/No Credit course per semester.
5. A maximum of 21 hours can be taken as Credit/No Credit while enrolled in the College of Business Administration.

Which Courses can be taken on the Credit/No Credit Option?

There are some courses for which the instructors or departments will not allow students to use the Credit/No Credit option. In these cases, the instructor or department can override the College's decision to allow the student to use this option. *Check your syllabus carefully!*

- Understanding the Past
- Understanding the Creative Arts
- Analyzing the Natural World
- Exploring World Cultures
- Electives
- Advanced Quantitative Skills for *ACTG, ENTR, MGMT* and *MKTG* majors **ONLY!**
- Extra courses not being used towards your degree, *except Accounting courses*

Credit/No Credit Precautions

- There are some courses for which the instructors or departments will not allow students to use the Credit/No Credit option. *In these cases, the instructor or department can override the College's decision to allow the student to use this option.* Check your syllabus carefully.
- Courses taken towards completion of a minor cannot be taken Credit/No Credit.
- Students must have at least 12 graded hours (course work in which you earn a final grade of A, B, C OR D) for the semester to be eligible for the Dean's List.
- Courses taken on the Credit/No Credit option are not considered graded hours.
- Students who earn an F or No Credit grade in a course are not eligible for the Dean's List.
- To be eligible to graduate with College Honors, students must have completed a minimum of 60 graded hours with a UIC GPA of 3.50.

You should weigh your decision carefully when you opt to take a course on the Credit/No Credit option. You cannot add or drop the option once the deadline has passed.

INCOMPLETE GRADES

The decision to assign an incomplete grade is made by the instructor. Course work is considered incomplete when a student fails to submit all required assignments or is absent from the final examination. Incomplete course work will normally result in a failing grade if it is not completed within the designated time limit. The "I" may be assigned in place of a grade only when *all* of the following conditions are met:

1. The student has been making satisfactory progress in the course;
2. The student is unable to complete all course work due to unusual circumstances that are beyond personal control and are acceptable to the instructor; AND
3. The student presents these reasons prior to the time that the final grade roster is due.

If approved, the instructor must submit the grade of "I" on the final grade roster. The instructor and the student will agree on the course work and exams needed to complete the course. In some cases, the student will need to sit in on the entire course during the next semester. In resolving the "I," the student *may not register for the course a second time*.

An "I" must be removed by the end of the student's first semester or summer session in residence after the "I" was assigned. If not in residence, the "I" must be completed no later than one calendar year after it is assigned. When the student completes the work, the instructor will assign the appropriate grade. If the student fails to meet the stated conditions, the instructor or the College of Business Administration will assign an "F".

NOT RECORDED GRADES (NR) & DEFERRED GRADES (DFR)

Occasionally, an instructor will not assign a grade to a student for a particular course. In this case, the Office of Records and Registration assigns a grade of **NR** for "not recorded" or **DFR** for "deferred." The instructor will be required to submit a Supplemental Grade Report for those students whose grades were omitted. If you receive any missing grades, you should contact the instructor immediately. An undergraduate College of Business Administration student cannot graduate from UIC with a grade of NR or DFR on his/her academic record.

WITHDRAWN GRADES - W

A grade of W for withdrawn will appear on your record for courses dropped after the 10th day of the term (3rd day of the 4-week summer session and the 5th day of the 8-week summer session). A University Withdrawal from all courses after the 10th day of the semester will result in grades of W recorded on the academic record for each course in which you were enrolled.

CALCULATING YOUR GRADE POINT AVERAGE (GPA)

Your GPA is determined by dividing your total grade points by your total graded hours. The following is an example of how to calculate your GPA:

Course	Hours		Grade		Grade Points	
ENGL 161	3	x	A	=	12	
MATH 165	5	x	B	=	15	
ECON 121	3	x	C	=	6	
BA 100	0		S		0	
TOTAL	11				33	GPA =3.00

1. Calculate your total graded hours. Add up all of your graded hours for the semester (13).

2. Calculate your grade points. Add up your total number of grade points (39). To get this number, multiply the value of the letter grade (A=4, B=3, C=2, D=1, F=0) by the number of credit hours the class is worth.
3. Divide the total grade points by the total credit hours (3.00). This is your GPA.

ACADEMIC STANDING

Your academic standing will be based on your semester and/or cumulative grade point average. Students are either in “good standing,” on “probation,” or “dismissed.” Students who meet the requirements for the Dean’s List will be notified at the end of each semester for which they are eligible. Students who are on academic probation or who have been dismissed are informed of their status by a letter from the College of Business Administration following the end of the semester.

ACADEMIC HONORS

DEAN'S LIST

In order to make the Dean's List, you will need to complete a minimum of 12 graded hours (6 graded hours in the summer) with a 3.50 GPA. Any courses you take on the Credit/No Credit option will not be applied toward the 12 graded hours. If you fail a course, you will not be eligible for the Dean’s List.

BETA GAMMA SIGMA

The College of Business Administration annually invites the upper 10% of the junior and senior class to accept membership in Beta Gamma Sigma, the national scholastic honor society in the field of business. In order to qualify, you must have completed at least 24 hours at UIC. Your eligibility is then based on your UIC and cumulative grade point averages.

DEPARTMENT & COLLEGE HONORS

Department Honors will be awarded upon graduation if you meet the minimum grade point averages that follow:

Distinction:	3.25 cumulative GPA
	3.25 major GPA
High Distinction:	3.50 cumulative GPA
	3.50 major GPA
Highest Distinction	3.75 cumulative GPA
	3.75 major GPA

To qualify for College Honors, you must:

- Meet the UIC and College of Business Administration requirements for graduation.
- Earn a minimum of 60 graded hours (excludes courses taken on the CR/NC option) of credit at UIC.
- Achieve a minimum UIC cumulative grade point average of 3.50 in UIC courses.

Department and College Honors will be noted on your official transcript and *College Honors* will be noted on your diploma.

UNIVERSITY HONORS

University Honors are awarded to graduating students whose cumulative GPA falls within the following honors categories:

Summa cum laude	3.90 and above
Magna cum laude	3.75 to 3.89

Cum laude	3.50 to 3.74
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Transfer students must have earned a minimum of 42 hours at UIC at the end of the term prior to the term of graduation and have a minimum of 60 hours completed at UIC upon graduation. Transfer students must also have an institutional (UIC) grade point average of 3.50 in order to qualify for University Honors.

ACADEMIC PROBATION

You will be placed on academic probation in any term in which you earn either a cumulative or semester grade point average (GPA) of less than 2.00. You will then be expected to earn at least a 2.00 semester GPA and to raise your cumulative average to a 2.00 to be back in good academic standing. Academic probation at UIC cannot be removed by course work from other colleges or universities. Using the Repeating a Course with GPA Recalculation Policy (see Repeating Courses) may affect the student's academic standing. Students on academic probation cannot add a minor until their academic status is cleared. Here's how probation is broken down:

Academic Probation and Dismissal Rules

Semester Probation	Semester GPA is below a 2.00, UIC GPA is 2.00 or above	Warning status is assigned	Must meet with an adviser to discuss academic difficulties and seek tutoring, if necessary.
Academic Terminal Probation	UIC Cumulative GPA is below a 2.00	Academic restrictions enforced until required GPA level is achieved	Must meet with an adviser three times during the semester to discuss an academic plan, academic progress and should seek tutoring in difficult subjects.
Dismissed	UIC & Cumulative GPA is considerably below a 2.00 or progress has not been made toward the degree	Student is dismissed from the University	Student will not be allowed to register for classes at UIC.

PROBATION RULES

The following rules are applied to determine the academic status of a student on probation:

1. A student in good academic standing is placed on term (2.0) probation in any semester in which less than a 2.00 grade point average is earned. (Warning Status).
2. A student in good academic standing is placed on terminal academic (2.0) probation in any semester in which the cumulative UIC GPA falls below a 2.00.
3. A student on academic probation is continued on academic probation (unless dismissed from the University) until both the cumulative and the UIC grade point averages are raised to 2.00.
4. A student in good standing may be placed on academic probation if they fail to show progress toward degree completion.

College of Business Administration Undergraduate Programs determines the conditions of probation. In addition to specifying the grade point average, the College may require the completion of specific courses, may limit the number of hours for which you register, and may exclude you from taking certain courses while on probation.

TERMS OF PROBATION (ACADEMIC RESTRICTIONS)

All students on probation are required to adhere to the terms of probation. Failure to do so will result in registration holds and possible academic dismissal.

1. Students cannot register for any more than 12 hours of course work for the semester (6 hours during the summer term).
2. It may be recommended that the student complete the Academic Achievement Program sponsored by the Academic Center for Excellence (ACE) during the next term.
3. Students must schedule an appointment with a College of Business Administration adviser 3 times during the semester to discuss their academic progress for the term. A hold will be placed on their registration for the following semester until probation advising has been satisfied.
4. Students must seek tutoring in their weak subject areas, i.e., Math, Accounting, Economics, Statistics, etc. Tutoring in most of these subjects is provided by the College of Business Administration during the fall and spring semesters.
5. Students cannot add or pursue minors while on probation.

REPEATING COURSES

Repeat Policy for Standard Graded Courses

Students may repeat a course to increase their knowledge of the subject matter. There are circumstances under which repeating a course is advisable and to a student's advantage. There are also circumstances where repeating a course may not be in the student's best interest and could narrow a student's options. *The College of Business Administration requires students to discuss any plan to repeat a course with their academic adviser before they register to repeat the course.*

- Courses with A, B, or C grades may not be repeated. **Exception for Accounting Majors for: ACTG 210, ACTG 211, ACTG 315 and ACTG 326, which require specific grades to pass, may be repeated. Please see Accounting Curriculum.*
- Courses with D or F grades may be repeated once with College permission.
- The original grade for the course and the grade for each repeat will appear on the transcript. The original grade will be calculated into the grade point average, unless the student initiates a request for *Repeating a Course with Grade Point Average Recalculation* as described below.
- Only one registration for the course counts toward the total number of credits required for graduation.
- A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite. Exception may be granted for students in the Accounting program and students requiring grades of C or better in MATH courses with College Approval.

To repeat a course more than once requires permission from the student's college. Students who have been dismissed may not appeal on the grounds of intention to repeat courses. Certain courses may not be repeated; students should consult their college for clarification before repeating a course.

REPEATING A COURSE WITH GRADE POINT AVERAGE RECALCULATION

Important Note: Grade point average recalculation for a repeated course **is not** automatic. The student must initiate a request in the college office as outlined below.

For the GPA recalculation policy to apply, a student must petition to the College of Business Administration for permission to repeat the course with GPA recalculation by the 10th day of the semester the student is repeating the course (5th day of summer sessions I and II) by 11:59 p.m. The course must be repeated within three semesters of the receipt of the original grade, and it must be taken at UIC. Only one registration for the course counts toward the total number of credits required for graduation.

Undergraduate students are allowed grade point average recalculation in up to four repeated courses. Under the course repeat policy, all courses taken and their grades appear on the transcript in the semester in which they were taken. Under the GPA recalculation policy, the grade earned the first time the course is taken will be dropped from the calculation of the cumulative GPA and the grade earned when the course is repeated will be used in the calculation. This rule holds, even if the second grade is lower than the first. If a course is repeated more than once, the first grade is not counted in the GPA, but all other grades for that course are calculated in the cumulative GPA.

A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite. Exception may be granted for students in the Accounting program and students requiring grades of C or better in MATH courses with College Approval.

To petition for a GPA Recalculation, please submit an online request during the first 10 days of the term in which you are repeating the course:

<http://business.uic.edu/home-uic-business/current-students>

DISMISSAL RULES

If you are on academic probation, you *may be dismissed* in any term in which you fail to meet the grade point average (GPA) required by the probation and in which the combined transfer and UIC grade point average is less than 2.00. You can also be dismissed if you fail to make progress toward your degree.

COLLEGE OF BUSINESS ADMINISTRATION CURRICULUM

Candidates for the Bachelor of Science degree offered by UIC Business are required to complete a minimum of 120 semester hours. You must satisfy all general education, business core, major requirements, and additional graduation requirements as specified below. **This curriculum is effective for all NEW and TRANSFER students starting the CBA in Fall 2015 and later. For students who began prior to Fall 2015, please refer to your Degree Audit for your current curriculum requirements.**

GENERAL EDUCATION REQUIREMENTS (45/48 HOURS)

COLLEGE OF BUSINESS ADMINISTRATION FRESHMAN ORIENTATION COURSE

BA 100	Introduction to UIC and Professional Development	1 HOUR
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All beginning freshmen are required to successfully complete BA 100, *Introduction to UIC and Professional Development*, during their first semester at UIC. Transfer students should not enroll in this course.

BA 100 is a one-semester-hour course required for graduation. The one hour counts in the calculation of tuition, full- or part-time enrollment status, and financial aid eligibility. The one hour does not count towards the 120 hours necessary to graduate.

PROFESSIONAL DEVELOPMENT

BA 220	Business Professional Development II	1 HOUR
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All beginning freshmen are required to successfully complete BA 220, *Business Professional Development II*, during the Spring semester of their sophomore year at UIC. Transfer students should not enroll in this course.

BA 220 is a one-semester-hour course required for graduation. The one hour counts in the calculation of tuition, full- or part-time enrollment status, and financial aid eligibility. The one hour does not count towards the 120 hours necessary to graduate.

Students should take English 160 and 161, the courses of one of the mathematics tracks, and Economics 120 and 121 as early as possible, since these courses are prerequisites for most of the business core courses.

UNIVERSITY WRITING REQUIREMENT (6 HOURS)

ENGL 160	Academic Writing I	3 HOURS	Prerequisite: Appropriate score on placement exam
ENGL 161	Academic Writing II	3 HOURS	Prerequisite: ENGL 160 or equivalent and minimum grade of C in ENGL 160

Placement in English courses is determined by an evaluation of the student's College Essay and the student's standardized score on the College Composition Skills Test.

- Students who place into English 160 must register for English 160.
- Students who place into English 071 are in need of English Composition skills improvement and are required to register for English 071.
- Students who have ACT- English sub-score of 27 or higher are not required to take the placement exam for English. These students will receive 3 hours of credit for English 160 and should enroll in English 161.
- Students whose College Essays indicate that they are in need of an "English as a Second Language" course will be required to enroll in either ESL 050, 060 or ENGL 070. The Department of English will make this determination.

Grades of C or better are required in English 160 and 161. Transfer students who have taken the equivalent course work must also meet this requirement. These courses should be completed by the end of the freshman year.

MATHEMATICS (10 HOURS)

Three (3) Tracks according to academic path:

Students should select the mathematics track that matches their preparation and career goals. Grades of C or better are required in Math courses.

TRACK 1

MATH 180	Calculus I	5 HOURS	Prerequisite: appropriate performance on the UIC mathematics placement test
MATH 181	Calculus II	5 HOURS	Prerequisite: grade of C or better in MATH 180

TRACK 2

MATH 125	Elementary Linear Algebra	5 HOURS	Prerequisite: grade of C or better in MATH 090, or appropriate performance on the UIC mathematics placement test
MATH 165	Calculus for Business	5 HOURS	Prerequisite: grade of C or better in MATH 090, or appropriate performance on the UIC mathematics placement test

TRACK 3

MATH 125	Elementary Linear Algebra	5 HOURS	Prerequisite: grade of C or better in MATH 090, or appropriate performance on the UIC mathematics placement test
MATH 180	Calculus I	5 HOURS	Prerequisite: appropriate performance on the UIC mathematics placement test

NOTE: For students who started with the CBA prior to Fall 2013, your mathematics requirements can be met by taking MATH 165 and MATH 125 (MATH 125 replaces MATH 160, which is no longer offered).

Business students must register for a mathematics course each semester until the required courses are completed. Grades of C or better are required in Math courses. After completing the required mathematics sequence, students must enroll in IDS 270. Some students may be required to take prerequisite math courses prior to enrolling in the required math courses. Credit earned for these prerequisite courses will not count toward the hours required for graduation and the grades earned are not included in the grade point average (GPA). Students required to take prerequisite math courses may place anywhere in this sequence: Math 075→090→165 and 180. Satisfactory grades are required in MATH 075 and 090 to progress to the next math course.

ECONOMICS (6 HOURS)

ECON 120	Principles of Microeconomics	3 HOURS	NOTE: credit not given for ECON 120 if student has credit for ECON 130
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ECON 121	Principles of Macroeconomics	3 HOURS	NOTE: credit not given for ECON 121 if student has credit for ECON 130
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NOTE: For students who started with the CBA prior to Fall 2013, your Economics requirements of ECON 130 and 218 can be met by taking ECON 120 and ECON 121 (replaces ECON 130 which is no longer offered) and ECON 220 (replaces 218 which is no longer offered). If a student has completed ECON 130 under the old curriculum, they can move onto ECON 220 Intermediate Microeconomics to fulfill their ECON requirements under the old curriculum.

It is recommended that students place into MATH 125/165/180 or complete MATH 090 or the equivalent before attempting to enroll in Economics 120/121. *ECON 120/121 should be completed by the end of the freshman year.* Students who earn *Advanced Placement credit for economics* need the following scores to earn credit for ECON 120 and/or ECON 121:

ECON 120 Microeconomics - Grades of 5 or 4

ECON 121 Macroeconomics - Grades of 5 or 4

*ECON 120 satisfies the Understanding U.S. Society course requirement.

COMMUNICATIONS (3 HOURS)

COMM 100	Fundamentals of Human Communication	3 HOURS	No Prerequisite
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COMM 100 satisfies the Understanding the Individual and Society Course requirement.

GENERAL EDUCATION CORE (20 HOURS)

Analyzing the Natural World	5 HOURS ^c	Prerequisites vary
Understanding the Individual & Society	3 HOURS ^a	Prerequisites vary
Understanding the Past	3 HOURS	Prerequisites vary
Understanding the Creative Arts	3 HOURS	Prerequisites vary
Exploring World Cultures	3 HOURS	Prerequisites vary
Understanding U.S. Society	3 HOURS ^b	Prerequisites vary

Courses are to be selected from a list of approved courses in each category (see Course Selection Chart on page 39 of this handbook).

^a COMM 100 satisfies the Understanding the Individual and Society course requirement for students starting Fall 2013 or later.

^b ECON 120 satisfies the Understanding U.S. Society course requirement for students starting Fall 2013 or later.

^c Your Analyzing the Natural World course must include a lab in order to satisfy this requirement.

GENERAL EDUCATION ELECTIVES (6/9 HOURS)

Electives	6/9 HOURS
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Electives credit must raise the total number of General Education Requirement hours to 60.

Entrepreneurship, Finance, Information and Decision Sciences, Management, and Marketing degree programs must take 9 elective hours.

Courses that cannot be used to fulfill this requirement include:

- Kinesiology
- Military Science
- Music practicum classes (such as piano, band, choir, etc.)
- Preparatory Math or English courses

Courses That Do Not Count Toward the College of Business Administration Degree

Courses that duplicate previous course work do not count toward graduation, nor does course work in which failing grades were received. Furthermore, credit earned in the following courses will not count toward the 120 hours needed for graduation: BA 100, 220, and 289, English As a Second Language courses; English 070 and 071; Mathematics 075, 090, 121, 140, and 141; kinesiology, military sciences courses; and foreign language courses taken to fulfill a deficiency in the College of Business Administration Foreign Language additional graduation requirement. The only exception is if after taking ENGL 070 or 071, the English Department recommends a waiver of ENGL 160. Students who receive this waiver earn three hours of proficiency credit for ENGL 160 and placement into ENGL 161. ESL courses, MATH 070, MATH 075, MATH 090, and Academic Skills Program courses do not carry academic credit and will not be used in computing the grade point average, but will be used for the purpose of determining full or part-time status, and for financial aid eligibility.

BUSINESS CORE – REQUIRED COURSES (35 HOURS)

The Business Core provides students with a broad background in all functional areas of business.

ACCOUNTING (6 HOURS)

ACTG 210	Introduction to Financial Accounting	3 HOURS	Prerequisite: sophomore standing. Extensive computer use required.
ACTG 211	Introduction to Managerial Accounting	3 HOURS	Prerequisite: ACTG 210 and sophomore standing. Extensive computer use required.

For Accounting Majors Only: Students should complete IDS 200 and 270, as well as ECON 120/121 before taking 300-level accounting courses. Students majoring in accounting are required to earn minimum grades of C in ACTG 210 and 211. Students who have taken ACTG 210 and 211 at UIC do not need to take the Accounting Qualifying Exam (APE) to enter the Accounting Major Program if they meet one of the following condition:

- Have a GPA of at least 3.0 (4-point scale) in ACTG 210 and 211 at UIC ('B' Average). Students who do not meet the condition above but have taken ACTG 210 and 211 at UIC and have a grade of at least C in both courses can enter the Accounting Major Program after passing the APE part(s) (Financial Accounting or Management Accounting) in which they received a C grade.

TRANSFER STUDENTS

Transfer students who satisfy ALL of the following criteria will be exempted from taking the Accounting Placement Examination (APE):

- Must have a minimum of 3.60 (or higher) cumulative transfer GPA, inclusive of courses taken at all post-High School institutions, **at the time of Admission to UIC**. This is the same GPA used in your admission decision into UIC. No other GPA can be used to satisfy this criterion.
- Have completed BOTH Financial Accounting and Managerial Accounting at the time of registering for courses at UIC. In-progress (IP) courses will not be considered.
- Must have obtained a 'B' or better grade at the previous institution(s) in EACH of Financial Accounting and Managerial Accounting

Please contact Cheryl Wardlow in the Accounting Department at (312) 996-2650 or cherylw@uic.edu for a review of your eligibility for exemption. Note that:

- A. All requests for an EXEMPTION from the APE must be approved by the Accounting Department.
- B. All requests for EXEMPTION must be made within the FIRST SIX WEEKS of the students first semester at UIC, irrespective of whether the student wishes to enroll in advanced accounting classes in their very first semester.

C. EXEMPTIONS based on the above criteria will remain valid for Eleven (11) calendar months from the time you first enroll at UIC and within which time you must register for the Accounting 315 course or the Exemption will become void. No exemptions are valid beginning the 12th month after you first enroll at UIC.

All transfer students who do not meet the exemption requirements stipulated above, BUT have completed the equivalent of ACTG210 or ACTG 211 at their prior Institutions are REQUIRED to take the APE, in order to continue with upper level accounting classes required in the major.

If you DO NOT want to take the Placement Examination, you have the following TWO options:

1. Retake Financial Accounting (ACTG 210) and Managerial Accounting (ACTG 211) at UIC.
2. If you have already taken the courses prior to transferring to UIC but received "C" or better in each course, you may petition to take ACTG 210 and ACTG 211 courses during the same semester here at UIC. To petition, you must present a copy of your transcripts to the Accounting Department in University Hall (Room # 2303).

Please Note:

1. There is NO SEPARATE exemption granted towards the Placement Examination for either Financial Accounting and or Managerial Accounting when a student has completed ONLY ONE of Financial or Managerial prior to starting at UIC. However, you can take the Placement test in either to opt out from retaking the corresponding course.
2. In cases where you have passed the Placement Examination in EITHER financial or managerial, but not BOTH, you must obtain a minimum of a B grade in the other, in order to be eligible to continue as an accounting major.
3. If you choose to retake ACTG 210 & 211 instead of being exempted from the Placement Examination, please be aware that you will have to earn a minimum of 3.0 GPA between both courses at UIC or take the Accounting Placement Examination (APE) as do all continuing students at UIC. You are allowed to take the APE ONLY one time.

BUSINESS COMMUNICATIONS (3 HOURS)

BA 200	Managerial Communication	3 HOURS	Prerequisite: ENGL 161
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FINANCE (6 HOURS)

FIN 301	Introduction to Managerial Finance	3 HOURS
FIN 302	Introduction to Investments	3 HOURS

INFORMATION & DECISION SCIENCES (11 HOURS)

IDS 200	Introduction to Management Information Systems	4 HOURS	No prerequisite
IDS 270	Business Statistics I	4 HOURS	Prerequisite: MATH 125 or MATH 165
IDS 355	Operations Management	3 HOURS	Prerequisite: ENGL 161

Students must enroll in a math (MATH 075, 090, 125, 165, 180 or 181) or statistics (IDS 270) course each semester until the required courses are completed.

MANAGEMENT (6 HOURS)

MGMT 340	Introduction to Organizations	3 HOURS	Prerequisite: ENGL 161
MGMT 350	Business and Its External Environment	3 HOURS	Prerequisite: ENGL 161 and MATH 125

MARKETING (3 HOURS)

MKTG 360	Introduction to Marketing	3 HOURS	Prerequisite: ENGL 161
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BUSINESS CORE – SELECTIVE COURSES (10 HOURS)**ADVANCED QUANTITATIVE SKILLS (3 HOURS)**

Choose one: ECON 300* IDS 371 FIN 330	ECON 300 Econometrics IDS 371 Business Statistics II FIN 330 Quantitative Methods	3 HOURS	IDS majors must take IDS 371. FIN majors must take FIN 330. Students may substitute another quantitative course with permission of the department in which they major.
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*ECON 300 was previously numbered ECON 346

GLOBAL BUSINESS PERSPECTIVES (3 HOURS)

Choose one: ACTG 484 ECON 333 FIN 442 MGMT 460 MKTG 469	ACTG 484 International Accounting ECON 333 International Economics FIN 442 International Finance MGMT 460 Business and the Global Economy MKTG 469 Global Marketing	3 HOURS	Students may also use an approved Study Abroad or International Exchange to satisfy this requirement.
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INTEGRATIVE COURSE (4 HOURS)

Choose one: IDS 495 MGMT 495	Competitive Strategy	4 HOURS	Prerequisite: Senior standing and completion of all of the business core requirements. Should also be within two semesters of graduation.
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BUSINESS CORE DEFICIENCY

Some transfer students may be required to complete additional business courses to bring the total Business Core hours to 45.

MAJOR COURSE REQUIREMENTS

MAJOR (27 SEMESTER HOURS/30 SEMESTER HOURS FOR ACCOUNTING MAJORS)

Major Courses and Business Electives	27-30 HOURS
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Students may choose a major from the following areas: Accounting, Entrepreneurship, Finance, Information & Decision Sciences, Management, and Marketing. The major consists of at least 18 hours and an additional 9 hours of major business electives. Business electives are chosen from courses in the College of Business Administration and raise the total number of hours in the major to a minimum of 27 (30 hours for Accounting majors).

ACCOUNTING

(30 HOURS TOTAL)

Required courses: (24 HOURS)

ACTG 315—Intermediate Financial Accounting I (3) *Grade of C or better required.

ACTG 316—Intermediate Financial Accounting II (3)

ACTG 326—Cost Accounting (3) *Grade of C or better required.

ACTG 435—Auditing (3)

ACTG 445—Federal Income Tax I (3)

ACTG 470—Ethical Environment of Business (3)

ACTG 474—Accounting Information Systems (3)

ACTG 493—Accounting Cases, Research and Analysis (3)

Business Electives— Select 6 HOURS from the following:

ACTG 355—Business Law I: Commercial Transactions (3)

ACTG 417—Advanced Financial Accounting (3)

ACTG 446—Federal Income Tax II (3)

ACTG 465—Governmental and Non-Profit Accounting (3)

ACTG 475—Database Accounting Systems (3)

ACTG 484—International Accounting (3)

ACTG 485—Valuation and Analysis (3)

ACTG 494—Special Topics in Accounting (3)

ENTREPRENEURSHIP

(27 HOURS TOTAL)

Required courses: (9 HOURS)

ENTR 310—Introduction to Entrepreneurship (3)

ENTR 445—Entrepreneurship: New Venture Planning

ENTR 454—Entrepreneurship: New Venture Formation (3)

Select 9 HOURS from the following:

ENTR 320—Entrepreneurship Internship Program (3)

ENTR 420—Social Entrepreneurship (3)

ENTR 430—Family Business Management (3)

ENTR 435—International Entrepreneurship (3)

ENTR 464—Entrepreneurial Consulting (3)

ENTR 494—Special Topics in Entrepreneurship (3)

ENTR 499—Research Experience (3)

FIN 444—Small Business Finance (3)

Business Electives: (9 HOURS) – Choose nine hours from courses offered at the 300- or 400-level in the College of Business Administration, except the 495 Integrative courses. It is

recommended that students choose from the following list of courses, which are particularly related to entrepreneurship. Some courses have prerequisites, which will require careful planning.

ACTG 355—Business Law I (3)
MGMT 453—Human Resource Management (3)
MGMT 463—Negotiations and Conflict Resolution (3)
MGMT 470—Personnel Training and Development (3)
MGMT 486—Managerial Consulting (3)
MKTG 462—Marketing Research (3)
MKTG 463—Marketing Channels and E-Commerce (3)
MKTG 470—Brand Management (3)
MKTG 473—The Personal Selling Effort Marketing (3)
MKTG 474—Advertising and Sales Promotion (3)
MKTG 475—Product Management (3)
MKTG 476—Business to Business Marketing (3)
MKTG 479—Digital and Social Media Marketing (3)

FINANCE

(27 HOURS TOTAL)

Required courses: (6 HOURS)

FIN 310—Investments (3)
FIN 320—Managerial Finance (3)

Finance Electives- Select 12 HOURS from the following:

FIN 311—Introduction to Urban Real Estate (3)
Same as ECON 311
FIN 412—Portfolio Management (3)
FIN 415—Fixed Income Securities (3)
FIN 416—Options and Futures Markets (3)
FIN 418—Commodities, Energy and Related Markets (3)
FIN 430—Money and Banking (3)
FIN 431—Management in the Financial Services Industry (3)
FIN 442—International Finance (3)
FIN 444—Small Business Finance (3)
FIN 455—Asset Management (3)
FIN 472—Real Estate Finance (3) *Same as ECON 472*
FIN 473—Introduction to Risk Management (3)
Same as IDS 473
FIN 480—Market Microstructure and Electronic Trading (3)
FIN 494—Special Topics in Finance (3)

Various Topics Offered:

- Capitalism, Finance, and American Culture
- Corporate Value Creation
- Financial Strategies and Text Analysis: Extracting Relevant Information
- Venture Capital and Private Equity Market
- Applied Investment Management

Business Electives: (9 HOURS) Choose nine hours from courses in the College of Business Administration except 495 Integrative courses. Students may choose ECON 221, IDS 201 or a College of Business Administration course at the 300- or 400-level.

INFORMATION & DECISION SCIENCES

(27 HOURS TOTAL)

Required Courses: (9 HOURS)

IDS 201—Introduction to Business Programming (3)

OR IDS 331*—Bus. Analysis Using Spreadsheets (3)

IDS 410—Business Database Technology (3)

IDS 406—Business Systems Project (3)

Select 9 HOURS of IDS electives from the following courses:

Students may choose to focus their IDS and CBA elective courses within one or more of the following concentrations. The same course cannot be counted towards more than one concentration. Students may also choose to complete the major in IDS without any concentration. For this, students may choose any combination of IDS electives to fulfill the requirements for the major.

Concentration in Business Analytics

Required courses:

IDS 472—Business Data Mining (3)

Select two of the following:

IDS 420—Business Systems Simulation (3)

IDS 462—Statistical Software for Business Applications (3)

IDS 470—Multivariate Analysis I (3)

IDS 473—Intro to Risk Management (3) Same as FIN 473

IDS 476—Business Forecasting Using Time Series Methods (3)

IDS 478—Regression Analysis (3)

Concentration in Management Information Systems

Required courses:

Prerequisite: IDS 201 (as part of the IDS major requirement)

Select three of the following:

IDS 313—Internet Applications in Business (3)

IDS 401—Bus. Object Programming Using Java (3)

IDS 403—Information Security (3)

IDS 405—Business Systems Analysis and Design (3)

IDS 413—Internet Technology and Management (3)

IDS 451—Enterprise Operations and Supply Chain Systems (3)

IDS 472—Business Data Mining (3)

Concentration in Operations and Supply Chain Management

Required courses:

Prerequisite: IDS 331 (as part of the IDS major requirement)

IDS 454—Introduction to Supply Chain Management (3)

Select two of the following:

IDS 312—Business Project Management (3)

IDS 313—Internet Applications in Business (3)

IDS 420—Business Systems Simulation (3)

IDS 450—Advanced Operations Management (3)

IDS 451—Enterprise Operations and Supply Chain Systems (3)

IDS 479—Enterprise Risk Management (3)

Business Electives: (9 HOURS)

Nine hours from courses in the College of Business Administration, except 495 Integrative courses. Students may choose ECON 221 or a College of Business Administration course at the 300- or 400-level.

Note: The Advanced Quantitative Skills Requirement for IDS majors is IDS 371.

*A course can be used to satisfy only one area of required or elective courses.

MANAGEMENT**(27 HOURS TOTAL)****Required Courses: (9 HOURS)****MGMT 445**—Organizational Theory (3)**MGMT 452**—Organizational Behavior (3)**MGMT 453**—Human Resource Management (3)**Select 9 HOURS of MGMT electives from the following:**

Students must complete 9 hours of electives in their management major. Students may choose to focus their 9 elective hours within a given concentration. The same elective cannot be counted toward more than one concentration. Students may also choose to complete the degree without a concentration. In this case, students may fulfill their 9-hour elective requirement by choosing any combination of management electives from within the Department of Managerial Studies, including a cross-listed course with sociology (MGMT 477—Organizations).

The Department of Managerial Studies offers the following four concentrations in management:

Concentration in Human Resources Management**Select three of the following:****MGMT 454**—Labor-Management Relations (3)**MGMT 465**—Compensation and Reward Systems (3)**MGMT 466**—Managerial Effectiveness Through Diversity (3)**MGMT 470**—Personnel Training and Development (3)**Concentration in Leadership and Managerial Skills****The following courses are required:****MGMT 475**—Leadership Theories and Personal Leadership Skills Development (3)**MGMT 463**—Negotiation and Conflict Resolution (3)**MGMT 466**—Managerial Effectiveness Through Diversity**Concentration in Strategic Management****Select three of the following:****MGMT 460**—Business, Society & the Global Economy (3)**MGMT 463**—Negotiation and Conflict Resolution (3)**MGMT 485**—Corporate Sustainability and Responsibility (3)**MGMT 486**—Managerial Consulting (3)**Concentration in Managerial Logistics****The following courses are required:****MGMT 480**—Transportation Systems Management**MGMT 481**—Managerial Logistics**Select one of the following:****MGMT 460**—Business, Society & the Global Economy (3)**MKTG 463**—Marketing Channels and E-Commerce (3)**Cross-Listed Course****MGMT 447**—Organizations (same as SOC 447) (3)**Business Electives: (9 HOURS)**

Nine hours from courses in the College of Business Administration, except 495 Integrative courses. Students may choose ECON 221, IDS 201 or a College of Business Administration course at the 300- or 400-level.

MARKETING**(27 HOURS TOTAL)****Required courses: (9 HOURS)****MKTG 461**—Consumer Market Behavior (3)**MKTG 462**—Marketing Research (3)**MKTG 465**—Strategic Marketing Planning & MGMT (3)**Marketing Electives (Select 9 HOURS):**

Students may choose to focus their nine elective hours for their major within a given concentration. The same elective cannot be counted toward more than one concentration.

Students may also choose to complete the degree without a concentration. In this case, students may fulfill their 9-hour elective requirement by choosing any combination of marketing electives from within the Department of Managerial Studies.

The Department of Managerial Studies offers the following four concentrations in marketing:

Concentration in Marketing Research**The following courses are required:****MKTG 460**—Marketing Analytics (3)**MKTG 467**—Market and Business Intelligence (3)**MKTG 468**—Advanced Marketing Research (3)**Concentration in Innovation and Product Management****The following courses are required:****MKTG 477**—Interdisciplinary Product Development I (3)**MKTG 478**—Interdisciplinary Product Development II (3)**Select one of the following:****MKTG 470**—Brand Management (3)**MKTG 475**—Product Management (3)**Concentration in Marketing Promotions and Communications****Select three of the following:****MKTG 463**—Marketing Channels & E-Commerce (3)**MKTG 470**—Brand Management (3)**MKTG 474**—Advertising and Sales Promotion (3)**MKTG 479**—Digital and Social Media Marketing (3)**Concentration in Sales Leadership****The following course is required:****MKTG 481**—Sales Management (3)**Select two of the following:****MKTG 452**—Principles of Retailing (3)**MKTG 473**—The Personal Selling Effort in Marketing (3)**MKTG 476**—Business-to-Business (B2B) Marketing (3)**Business Electives: (9 HOURS)**

Nine hours from courses in the College of Business Administration, except 495 integrative courses. Students may choose ECON 221, IDS 201 or a College of Business Administration course at the 300- or 400-level.

SPECIAL PROGRAMS & OPPORTUNITIES

The College of Business Administration offers 5 Minors and a Certificate in Entrepreneurial Studies to business students. Students must have a minimum GPA of 2.5 to declare a minor. Six (6) hours of the minor courses can be used toward the major course work. The other hours can be used as major business electives or electives in the General Education section of the curriculum.

MINOR IN INTERNATIONAL BUSINESS – 15 HOURS

(Open to College of Business Administration Students Only)

Required Course (3 HOURS)

ECON 221 – Macroeconomics in the World Economy: Theory and Applications (3)

Choose 3 of the following courses (9 HOURS):

ACTG 484 – International Accounting (3)

ECON 333 – International Economics (3)

ECON 334 – Economic Development (3)

ENTR 435 – International Entrepreneurship (3)

FIN 340 – International Financial Markets (3)

FIN 442 – International Finance (3)

MGMT 460 – Business, Society, and the Global Economy (3)

MKTG 469 – Global Marketing (3)

Note: No more than 6 of the 15 hours in business courses listed above may be counted toward the required major courses. The remaining hours may be counted toward the business elective portion of the major. ACTG 484 and FIN 442 have a prerequisite course that is not included in the business core.

Choose one course from the following courses (3 HOURS):

ANTH 101 – World Cultures—Introduction to Social Anthropology (3)

ANTH 214 – Sex and Gender in World Cultures (3)

POLS 130 – Introduction to Comparative Politics (3)

POLS 184 – Introduction to International Relations (3)

SOC 225 – Racial and Ethnic Groups (3)

SOC 268— Introduction to Comparative Sociology (3)

MINOR IN BUSINESS ANALYTICS - 12 HOURS

Required Course (3 HOURS)

IDS 371 – Business Statistics II

Choose 3 of the following courses (9 HOURS):

IDS 410—Business Database Technology (3)

IDS 420 – Business Model Simulation (3)

IDS 460 – Survey sampling: Theory and Methods (3)

MKTG 460 – Marketing Analytics (3)

IDS 462—Statistical Software for Business Applications (3)

IDS 472—Business Data Mining (3)

IDS 476 – Business Forecasting Using Time Series Methods (3)

IDS 478 – Regression Analysis (3)

MINOR IN FINANCE

Required Courses: 9 hours from the following three courses

FIN 301 - Introduction to Managerial Finance (3) (*No prerequisites*)*

FIN 302 - Introduction to Investments (3) (*Prerequisite: FIN 301*)

FIN 310 - Investments (3) (*Prerequisite: FIN 300; or FIN 301 and FIN 302*)

FIN 320 - Corporate Finance (3) (*Prerequisite: FIN 300; or FIN 301 and FIN 302*)

Elective Courses: 3 hours elected from any of the 400 level finance courses that fulfill requirements for the Finance major.

**For students enrolled in the Minor in Finance before Fall 2013, FIN 300 and one 400-level elective may be substituted for FIN 301 and 302.*

Enrollment Residency Requirement in the Finance Minor

A student must complete at least three-fifths of the course work required for the Minor in Finance in residency at the University of Illinois at Chicago. A 2.50 grade point average is required for all work completed for the Minor at UIC.

MINOR IN MANAGERIAL SKILLS – 12 HOURS**Required Course (3 HOURS)**

MGMT 452 - Organizational Behavior (3)

Choose 3 of the following courses (9 HOURS):

IDS 312 - Project Management (3)

MGMT 453 - Human Resource Management (3)

MGMT 463 - Negotiation and Conflict Resolution (3)

MGMT 466 - Managerial Effectiveness Through Diversity (3)

MINOR IN MANAGEMENT INFORMATION SYSTEMS (MIS) - 12 HOURS**Required Courses (6 HOURS)**

IDS 331 - Business Analysis Using Spreadsheets OR IDS 201 - Introduction to Business Programming (3)

IDS 410 - Business Database Technology (3)

Choose 2 of the following courses (6 HOURS):

IDS 312 - Business Project Management (3)

IDS 400 – Advanced Business Programming (3)

IDS 401 - Business Object Programming Using Java (3)

IDS 405 - Business Systems Analysis and Design (3)

IDS 406 - Business Systems Project (3)

IDS 412 - Distributed Business Systems (3)

IDS 413 - Internet Technology and Management (3)

IDS 420 - Business Model Simulation (3)

IDS 422 – Knowledge Management Systems (3)

IDS 454 - Introduction to Supply Chain Management (3)

IDS 472 - Business Data Mining (3)

MINOR IN BUSINESS OPERATIONS - 12 HOURS**Choose 4 of the following courses (12 HOURS):**

IDS 312 - Business Project Management (3)

IDS 331 - Business Analysis Using Spreadsheets (3)

IDS 420 - Business Model Simulation (3)

IDS 435 - Optimization Models and Methods (3)

IDS 437 - Stochastic Methods (3)

IDS 446 - Decision Analysis (3)

IDS 450 - Advanced Operations Management (3)

IDS 454 - Introduction to Supply Chain Management (3)

MGMT 481 – Managerial Logistics (3)

CERTIFICATE IN ENTREPRENEURIAL STUDIES – 9 HOURS***(Open to College of Business Administration Students Only)***

Entrepreneurial Studies offers a program for College of Business Administration students who are not majoring in Entrepreneurship, but are interested in starting their own business or working in a smaller firm. Entrepreneurship is interdepartmental, drawing from expertise in Marketing, Management, Finance, and Accounting to provide a solid theoretical background and a practical experience base. The emphasis of the course work required for the certificate is on identifying business opportunities, evaluating potential markets, and planning for financial and organizational needs at different stages of growth. Although not a major, this is an excellent opportunity for students to choose their major electives with an academic objective. If you are interested in pursuing the certificate, you must complete and submit a "Declaration of Intent to Earn a Certificate" form. Please see your Adviser if you are interested in pursuing this option.

Required Course Work

Successful completion of the following courses, with a minimum grade of C in each course and completion of the degree, is required before the certificate is awarded:

Required course:

ENTR 454 –New Venture Formation (3)

Choose one of the following courses:

ENTR 464 – Entrepreneurial Consulting (3)

ENTR 430 – Family Business Management (3)

FIN 444 – Small Business Finance (3)

Choose one of the following courses:

ACTG 326 – Cost Accounting (3)

ACTG 445 – Federal Income Tax I (3)
ACTG 355 – Business Law I: Commercial Transactions (3)
ENTR 430 – Family Business Management (3)
FIN 310 – Investments (3)
MGMT 454 – Labor-Management Relations (3)
MGMT 467 – Impact of Technological Change (3)
MKTG 452 – Principles of Retailing (3)
MKTG 462 – Marketing Research (3)
MKTG 474 – Advertising and Sales Promotion (3)
MKTG 475 – Product Management (3)

ADDITIONAL ACADEMIC OPTIONS

INDEPENDENT STUDY COURSES

To complete an independent study course, you must first contact an instructor in the major field of study to discuss a proposal for the course content. If approved, a Request for Independent Study Form must be completed and approved by the academic department before registering for an independent study course. You must also obtain written approval, in the form of a petition, from the Head of the academic department and College of Business Administration Undergraduate Programs Office to use an Independent Study course toward the College of Business Administration degree. Please consult the specific academic department for its procedures regarding enrollment in these courses.

PROFICIENCY EXAMINATIONS

You may earn credit through proficiency examinations, with department approval, in some courses offered by the University. The College of Business Administration has the authority to decide which courses may be taken by proficiency credit and used toward the degree. Proficiency credit is also subject to the University policy on proficiency examinations described in the *UIC Undergraduate Catalog*. Major-level courses must be taken for a letter grade and cannot be completed with proficiency credit. Any proficiency credit you earn for a foreign language cannot be used toward the degree.

CREDIT FOR COURSE WORK TAKEN OUTSIDE THE COLLEGE

All College of Business Administration students must obtain written approval, by petition from the College of Business Administration Undergraduate Programs Office, prior to enrolling in any courses outside of UIC. In most cases, once you reach junior standing, you may not be eligible to take courses at community colleges because of residency requirements. Please see an advisor to determine eligibility.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM) CREDIT

The College of Business Administration accepts a maximum of 30 semester hours of CLEP (College Level Examination Program) credit toward the degree requirements. Examinations may provide credit if approved by the college. CLEP credit will be awarded toward the College of Business Administration degree requirements based on the description and content of the exam, permission from the college, and the score earned on the exam. A minimum score of 65 is required. The College of Business Administration does not accept CLEP for English composition or foreign language credit. CLEP exams are administered on campus by the Office of Testing Services at (312) 996-0919.

CREDIT THROUGH AP (ADVANCED PLACEMENT PROGRAM)

College of Business Administration accepts AP credit in accordance with the policies stated in the *UIC Undergraduate Catalog*: <http://catalog.uic.edu/ucat/degree-programs/academic-standing/#creditbyexam>

SCHOLARSHIPS & AWARDS

Scholarships are administered by various departments at UIC. The majority of scholarships administered by the College of Business Administration are announced during the January preceding the next academic year, when they are awarded. College of Business Administration students are encouraged to apply for any scholarships for which they meet the criteria. Other scholarships, as they become available, will be advertised via College of Business Administration e-mails.

College of Business Administration Scholarships can be found: <http://business.uic.edu/home-uic-business/current-students/cba-scholarships>

Other sources of scholarship information are listed in the *2015-2017 UIC Undergraduate Catalog* and on the UIC Web site at: <http://www.uic.edu/depts/oa/ssp/uicscholarships2.htm> or <http://www.fastweb.com/>.

GRADUATION REQUIREMENTS

A minimum of 120 semester hours of credit is required for the Bachelor of Science Degree offered by the College of Business Administration.

HOW TO DECLARE GRADUATION

Graduation is not automatic. To declare graduation, you must:

- Step 1:** Schedule a **Graduation Check appointment** with a College of Business Administration adviser the semester before you plan to graduate, (e.g., a Spring 2016 graduate would meet with an adviser during the Fall 2015 semester). Schedule an appointment online: <https://shibboleth-uic-cba-insight.symplcity.com/sso>
- Step 2:** Verify and submit your degree information on the Student Self Service system. Go to my.UIC. There is a tab called "Graduation". Make sure to put a diploma address on the "Personal Information" tab.

The deadline to complete these two steps is the end of the 3rd week of the term in which you plan to graduate. It is only available until the end of the 2nd week of classes during the summer. If you miss the deadline, you must consult your academic adviser.

GRADE POINT AVERAGE (GPA)

In addition to meeting all University requirements for the degree, you must earn a cumulative grade point average of at least 2.00 (A=4.0) in each of the following to qualify for graduation:

- All courses taken at UIC.
- All courses (UIC and transfer) counted toward the degree.
- All UIC courses counted toward the degree.
- All courses (UIC and transfer) counted in the major toward the degree.
- All courses taken at UIC counted in the major toward the degree.

RESIDENCY REQUIREMENTS

The Sixty (60) Hour Rule

Once you have reached junior standing (earned 60 semester hours of college credit) you must earn at least 60 additional semester hours at an accredited four-year institution. The College and Department residency requirements must also be fulfilled.

College Residency Requirement

Your last 30 hours of course work must be taken in residence at UIC. Furthermore, at least 30 of the 60 semester hours in the Business Section of the curriculum must be taken in residence at UIC.

Department Residency Requirement

At least two thirds (18 hours) of the credit required for a departmental major must be completed at UIC.

ADDITIONAL GRADUATION REQUIREMENT**Foreign Language Requirement**

The College of Business Administration requires two years of a single foreign language (with minimum grades of C) at the high school level, one year of the single foreign language at the college level, or approved proficiency in a foreign language. If you are deficient in this category, you will be required to take two semesters of a single foreign language at the college level (earning minimum grades of C) at UIC or elsewhere. The hours earned will not count toward the degree requirements.

If you want to begin or continue the study of a foreign language, you must take the placement exam for that language. Credit may be applied to the elective category if it is not considered duplication of high school credit. **Caution:** You will not receive credit for course taken in your native language. Proficiency credit for any foreign language will not be counted toward the degree. If you are a native speaker of another language, please meet with your Adviser, as you may be exempt from this requirement.

DEGREE AUDIT REPORTING SYSTEM - DARS

The DARS is an individualized comprehensive report that reflects a student's academic progress toward the degree. It indicates the courses that have been completed, the courses in progress, as well as the unfulfilled requirements. The DARS Audit is updated as you earn course credit. We encourage you to meet with an adviser at least once each semester to discuss your academic progress and review your degree audit. The audit can also be found online in my.UIC.edu portal.

How to access your Degree Audit Reporting System (DARS): While logged on to your my.uic.edu portal, click on Academics, then scroll down the page to "DARSWeb for Student Audit." Note that when you click the "open audit" button, it will take 20-30 seconds for the DARS report to appear. If you are not able to access your DARS report, please ask your adviser to show you how to get to it.



SAMPLE FOUR YEAR PLAN

Freshman Year

First Semester

BA 100#	1
ENGL 160	3
MATH TRACK (1 ST)	5
ECON 120 (US SOC)	3
COMM 100 (IND SOC)*	3
	14 Hours

Second Semester

ENGL 161	3
MATH TRACK (2 ND)	5
ECON 121	3
IDS 200	4
	15 Hours

Sophomore Year

First Semester

IDS 270	4
ACTG 210	3
BA 200	3
Natural World*	5
	15 Hours

Second Semester

ACTG 211	3
FIN 301	3
MGMT 340	3
The Past*	3
Elective	3
BA 220#	1
	15 Hours

Junior Year

First Semester

MKTG 360	3
FIN 302	3
Advanced Quant.	3
World Cultures*	3
Elective	3
	15 Hours

Second Semester

IDS 355	3
MGMT 350	3
Creative Arts*	3
Major Elective	3
Major Elective	3
	15 Hours

Senior Year

First Semester

Global Bus. Perspectives	3
Major Elective	3
Major Elective	3
Business Elective	3
Elective	3
	15 Hours

Second Semester

Major Elective	3
Major Elective	3
Business Elective	3
Business Elective	3
MGMT/IDS 495	4
	16 Hours

ADDITIONAL GRADUATION REQUIREMENTS

- Foreign Language
- All students are required to demonstrate understanding of business ethics. See your adviser for information regarding course and examination.

Does not count towards degree hours for graduation requirements

* Can be taken during any semester in any order

Red Business Core

Blue General Education

You may exercise some flexibility in regards to class scheduling. It is your responsibility to follow prerequisites. Please make sure to regularly see an academic adviser to ensure that you are fulfilling your degree requirements.

STUDENT LIFE

Student Life at UIC does not consist entirely of attending classes, meeting with professors, conducting research in the library, and spending long hours studying (although we recommend all of the above). Many campus organizations and activities contribute to the quality of student life at UIC. Athletic events, lectures, films, concerts, musical performances, singers and dancers, poetry readings, and art exhibits are just some of the extracurricular activities that occur on a daily basis.

STUDENT ORGANIZATIONS

Student groups, such as intramural sports teams, local and national chapters of fraternities and sororities, ethnic clubs, and academic and pre-professional organizations will provide you with outlets for participating in the kinds of activities that will augment your studies.

The following organizations are affiliated with the College of Business Administration:

- UIC Accounting Club
- Alpha Kappa Psi
- Beta Alpha Psi
- Beta Gamma Sigma (Business Honor Society)
- Business Students Advisory Board (*pending approval*)
- Finance and Investment Group (FIG)
- The Information and Decision Sciences Organization (IDSO)
- Latino Association of Business Students (LABS)
- Management Leadership Association (MLA)
- National Association of Black Accountants (NABA)

More information about student organizations affiliated with the College of Business Administration can be found at <http://businessconnect.uic.edu/student-services/student-organizations>

In addition, there are more than 100 student organizations registered with the Campus Programs Office (312-413-5070). The Campus Unions Program Department conducts an ongoing program of non-credit seminars and workshops. Check out their Web site at <http://campusprograms.uic.edu/>

CAREER PREPARATION

The Business Career Center provides career development services for all College of Business Administration students. These services include:

- Self/Career Assessment - for students who are undecided about their major
- UICCareers.com
- Career Exploration
- Events – workshops, resume expos, and career fairs
- One-on One Resume Review
- Professional Mock Interviews
- Resume Referral Services
- Professional guest speakers who address today's complex business environment

UICCAREERS.COM – INTERNSHIP & JOB OPPORTUNITIES

UICCareers.com is the university's online database where jobs and internships are posted. All registered College of Business Administration students are uploaded to the system automatically.

Students can schedule an appointment with a Career Adviser through UICCareers.com for the following services:

- Career Exploration
- Individual Career Plan (ICP)
- Internship
- Interview Preparation
- Job Search Strategies
- Resume Review

Questions relating to the UICCareers website should e-mail bcc@uic.edu

INTERNSHIP OPPORTUNITIES

Paid and non-paid professional work experiences and exposure to leading professional organizations:

- Full-time internships during summer and school breaks
- Part-time internships during academic year

HOW DO YOU BENEFIT?

- Hands-on experience with corporate, non-profit, and governmental clients, in your major.
- Regular feedback and evaluation.
- Exposure to professional work environments.
- Resume and interview preparation and overall career enhancement.

Students can receive 1-3 hours of internship credit each semester for BA 289.

Satisfactory/Unsatisfactory grading only. Course may be repeated. No graduation credit is given towards BA 289. Consent for credit must be granted by the internship Director from the Business Career Center.

For permission to register for BA 289 contact John Anderson, Internship Program Director at 312-996-3251, jand@uic.edu or stop by the Business Career Center located in Douglas Hall 110.

A short list of companies that have provided internship opportunities:

Abbott Laboratories
Accenture Allstate
AON
AT&T
Bank of America
Blue Cross/Blue Shield
Caterpillar
CME Group
CAN
Deloitte
Ernst & Young
FDIC
Federal Reserve Bank
HSBC
JP Morgan Chase
KPMG
McDonald's Corporation
Merrill Lynch
Morgan Stanley
Morningstar
Motorola
Navistar
Northern Trust
Northwestern Mutual Financial Network
Pepsico
R.R. Donnelley
McGladrey
Sara Lee Corporation
Sears
Tribune Company
UBS Financial Services
United Airlines
USG Corporation
Walgreen's

TO GET STARTED, PLEASE CONTACT:

**The Business Career Center
Douglas Hall, 110
312-996-5139**

Resume Guidelines

Your resume is one of your primary marketing vehicles – whether you are looking at an internal move at your current company, a new job in your current industry, or an entirely different career. It needs to be current, concise, error-free, informative, and should clearly articulate your value proposition. Please take some time in the next few weeks to update your resume with the following rules in mind:

- One page with 1 inch side borders and no less than .5 inch top and bottom borders
- If you have more than ten years of experience, you can justify a second page
- Use white space to help your reader delineate between items and sections - no one wants to read a solid chunk of text
- No typos!
- Avoid excessive punctuation, capitalization and bolding
- Your name should appear at the top of your resume (not in a header) in 18 pt. bold text
- Your contact information should be in 11 pt. text under your name – list only one phone/email
- 11 pt. font size for all else
- Sections should be titled in bold and all caps
- Consider a **KEY COMPETENCIES** or **KEY AREAS OF EXPERTISE** section near the top of your resume –competencies may include things such as: budgeting & forecasting, cash management, financial analysis, strategic planning, project management, etc.
- An **OBJECTIVE** or **SUMMARY** section is optional, though a very good idea if you are changing careers. It should be concise and clearly state what you want (1-3 lines)
- For most - **EDUCATION** will appear next - add your planned graduate degree in the following format:

Degree (concentration if MBA)	Expected: MM/YYYY
<i>University of Illinois at Chicago – Liautaud Graduate School of Business</i>	<i>Chicago, IL</i>

- Everything on your resume should appear in reverse chronological order (most recent first)
- The EXPERIENCE section appears next in the following format

Job Title	MM/YYYY – MM/YYYY
<i>Company</i>	<i>City, State (or City, Country)</i>

- Bullets describing experience should all start with an active verb
- Use present tense for current jobs/internships and past tense for all else
- Bullets should focus on accomplishments and include metrics whenever possible
- Most important (or relevant to what you want to do) bullets should be listed first
- Bullets should be one line – at most two
- A **SKILLS** section is optional (if you didn't already include a **KEY COMPETENCIES** section) – include language proficiency, software, etc.
- Include a section on **LEADERSHIP & SERVICE** if you have been active in student organizations or in the community. Consider the following format:

Position - Organization	MM/YYYY – MM/YYYY
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- MSA students – be sure to include “CPA eligible: MM/YYYY” either as the last line of your heading or as a bullet in your education section

JAMES DRAGON

705 S Morgan | Chicago, IL 60607
(312) 413-5529 | jdrago2@uic.edu

OBJECTIVE

A summer internship in market research

EDUCATION

Bachelor of Science in Marketing

The University of Illinois at Chicago - College of Business Administration

Chicago, IL

EXPECTED 05/2018

- Concentration in Market Research
- GPA 3.2/4.0

EXPERIENCE

Assistant Manager

Hamburger Hut

05/2012 – 04/2014

Chicago, IL

- Supervised a staff of six part-time employees
- Promoted to assistant manager position within six months
- Led team in completion of month inventory reconciliation
- Developed a spreadsheet for payroll preparation
- Trained all new employees on grill and fry station

Retail Sales Clerk

Sears

05/2011 – 04/2012

Chicago, IL

- Outsold quota during 11 of 12 months
- Adapted to employer's needs by working in six different departments
- ACHIEVED 99% rating for cash drawer accuracy
- Resolved customer issues in an efficient and friendly manner
- Presented department monthly numbers to District Manager

SKILLS

- Software skills: Microsoft Office (Excel, PowerPoint & Word)
- Bilingual: Fluent in Spanish and English

ACTIVITIES

- UIC Business Scholar Award
- American Marketing Association, member
- Junior Achievement of Chicago, volunteer
- Illinois State Scholar
- Financing 100% of education

ONLINE RESOURCES

College of Business Administration - Undergraduate Programs

<http://business.uic.edu/>

Schedule an Advising Appointment

<https://shibboleth-uic-cba-insight.symplicity.com/sso>

College of Business Administration Online Petitions

<http://business.uic.edu/home-uic-business/current-students>

UIC Business Vision

<http://www.youtube.com/user/UICBusinessVision>

- Short tutorials created and maintained by students
 - How to register for classes
 - How to view your degree audit
 - How to find contact information for staff and faculty
 - Academic advisor introductions

Additional Career Sites

- www.wetfeet.com
- <http://careers-in-business.jobsinthemoney.com/>
- www.bls.gov
- <http://www.monster.com/>
- www.vault.com

UIC Weblinks

- my.UIC.edu Portal
<https://my.uic.edu/common/>
- UIC Schedule of Classes
https://ossswebcs.admin.uillinois.edu/PORTAL_UIC/classsch.html
- UIC Undergraduate Catalog
- <http://www.uic.edu/ucatalog>
- Academic Calendar
<http://www.uic.edu/ucatalog/CA.shtml>
- Financial Aid
<http://www.uic.edu/depts/financialaid/>

Academic Calendar

<u>Fall Semester 2015</u>	
August 24, M	Instruction begins.
September 4, F	Last day to complete late registration; last day to add a course(s) or make section changes; last day to drop individual courses via Student Self-Service without receiving W (Withdrawn) grade on academic record. Last day to submit Withdraw from Term request via Student Self-Service and receive 100% cancellation of tuition and fees.
September 7, M	Labor Day holiday. No classes.
October 30, F	Last day for undergraduate students to use optional late drop and receive grade of W on academic record.
November 26–27, Th–F	Thanksgiving holiday. No classes.
December 4, F	Instruction ends. Last day to complete a University Withdrawal.
December 7–11, M–F	Final examinations.
<u>Spring Semester 2016</u>	
January 11, M	Instruction begins.
January 18, M	Martin Luther King, Jr., Day. No classes.
January 22, F	Last day to complete late registration; last day to add a course(s) or make section changes; last day to drop individual courses via Student Self-Service without receiving W (Withdrawn) grade on academic record. Last day to submit Withdraw from Term request via Student Self-Service and receive 100% cancellation of tuition and fees.
March 18, F	Last day for undergraduate students to use optional late drop and receive grade of W on academic record.
March 21–25, M–F	Spring vacation. No classes.
April 29, F	Instruction ends. Last day to complete a University Withdrawal.
May 2–6, M–F	Final examinations.
<u>Summer Session 2016</u>	
Summer Session 1	(4-Week Session)
May 16, M	Instruction begins.
May 18, W	Last day to complete late registration for Summer Session 1; last day to add a course(s) or make section changes; last day to drop individual Summer Session 1 courses via Student Self-Service without receiving W (Withdrawn) grade on academic record. Last day to submit Withdraw from Term request via Student Self-Service & receive 100% cancellation of tuition & fees.
May 30, M	Memorial Day holiday. No classes
June 1, W	Last day for undergraduate students to use optional late drop for a Summer Session 1 course in and receive grade of W.
June 9, Th	Instruction ends for Summer Session 1. Last day to complete a University Withdrawal.
June 10, F	Final examinations for Summer Session 1.
Summer Session 2	(8-Week Session)
June 13, M	Instruction begins.
June 17, F	Last day to complete late registration for Summer Session 2; last day to add a course(s) or make section changes; last day to drop individual Summer Session 2 courses via Student Self-Service without receiving W (Withdrawn) grade on academic record. Last day to submit Withdraw from Term request via Student Self-Service and receive 100% cancellation of tuition and fees if registered only for Summer Session 2.
July 4, M	Independence Day holiday. No classes.
July 15, F	Last day for undergraduate students to use optional late drop for a Summer Session 2 course and receive grade of W.
August 3, W	Instruction ends for Summer Session 2. Last day to complete a University Withdrawal.
August 4–5, Th–F	Final examinations for Summer Session 2.

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