



The University of Akron
College of Business

Undergraduate Advising Handbook

Experience

Business



College of Business Undergraduate Advising

The College of Business Undergraduate Advising team is committed to providing you with critical services in advising and retention. Using developmental and appreciative advising, we assist in your journey to becoming an exemplary role model in your chosen field and global community.

As a University of Akron student, you are ultimately responsible for making yourself familiar with the regulations, policies and requirements of the university, the college and your major department. The UA Academic Bulletin is your official source for this information.

College of Business Room 260

330.972.7042

www.uakron.edu/business/advising

businessadvising@uakron.edu

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Advising Services

The College of Business provides professional academic advisors to assist you in meeting your undergraduate academic and career goals. Our advisors work collaboratively with you to:

- Explore and strive for academic and career goals and aspirations
- Develop an academic plan guiding you to degree completion
- Effectively utilize campus resources
- Complete necessary paperwork and logistical items necessary for degree progress

Academic Advising Is:

- A developmental process
- A way to help clarify life and career goals
- A framework for developing educational plans
- A decision-making process
- An ongoing partnership
- The shared responsibility of both student and advisor

The Advising Partnership

You can expect your advisor to:

- Assist in understanding university policies and procedures, general education requirements and program curriculums.
- Encourage and guide in the process of defining, developing and attaining academic and career-related goals
- Assist in developing skills needed to create realistic and attainable educational plans
- Provide information regarding relevant campus resources and services that will assist in enhancing academic performance and the college experience
- Foster a collaborative partnership between you and faculty and staff
- Maintain confidentiality
- Uphold obligation as a Title IX responsible employee
- Be accessible for questions and concerns
- Encourage the ability to think critically, solve problems and make informed decisions about future life plans
- Promote ethical conduct
- Monitor your progress

Your advisor expects you to:

- Be an active participant in your educational planning progress
- Strive for educational achievement to the highest attainable standard
- Initiate and maintain regular contact with your advisor (minimally once per semester)
- Come prepared and on time for appointments
- Be aware of and utilize the various campus resources and follow through with referrals
- Understand how to read and interpret your Degree Progress Report (DPR)
- Become knowledgeable about university policies, procedures and programs

- Identify your academic and career-related goals
- Be responsible for developing an educational plan
- Ask questions!

Items to bring to advising appointments:

- Degree requirements as listed in the Bulletin
- Ideas for desired class schedule
- Paper and pen or pencil for taking notes, or laptop
- Lists of questions/ concerns
- Any previous advising notes (i.e. advising worksheet)

Your Student Responsibility Checklist

I understand that it is my responsibility to:

1. Consult with my academic advisor when needed. My academic advisor is one of my primary resources and connections to The University of Akron
2. Schedule and attend all mandatory advising meetings and workshops. If I do not complete all mandatory advising appointments by the assigned deadline, I am subject to delayed registration and/or other penalties
 - a. The College of Business requires advising appointments for students whose cumulative GPA is below a 0.0 or are retained on academic probation twice a semester
3. Meet with an academic advisor at least once per semester
4. Check my UA email account at least once per day and read all emails
5. Know how to use the Undergraduate Bulletin in order to be informed about all UA policies, procedures and deadlines
6. If you are a full-time student, ensure full-time status (minimum of 12 credit hours) to avoid jeopardizing my UA housing and/or student financial aid
7. Inform my academic advisor of all testing credit and transfer credit
8. Ensure that I meet all UA graduation requirements
9. Confirm my contact information and address are correct in MyAkron
10. Check my financial aid status and my account balance each semester
11. Check MyAkron Student Center for any holds on my account prior to registration

How to Schedule an Advising Appointment

Call 330.972.7042 or schedule an appointment online at www.uakron.edu/business/advising

Advising appointments are 30 minutes long and offered both virtually and in-person. Advising appointments are scheduled by academic major.

- If you plan to change your major to **another major in the College of Business**, please schedule your appointment with the future major.
- If you plan to change your major to **another major outside of the College of Business**, please e-mail your advisor to start the paperwork.

During the Fall and Spring semesters, Open Advising is offered on Fridays between 1pm-4pm. Please check the advising website for the complete list of dates and dates. Open Advising is designed for quick questions and does not require an appointment. Please see the advising website for instructions to attend Open Advising.

Contacting Your Academic Advisor

Your Academic Advisor name and email address can be found in your MyAkron Student Center.

Email etiquette:

- Use UA email only
- Enter clear subject line
- Include full name and UA ID number
- Do not be too casual with your Advisor, use proper English, proofread and spell check
- Allow 2-3 business days for a response, excluding weekends and holidays (peak times may take longer)

Here is a **sample email** for contacting your academic advisor:

Dear Ms./ Mr. Advisor,

My name is Zip E. Student and I am emailing you today as I lost the advising sheet you gave me from our appointment last week. Can you please email it to me?

Thank you,
Zip E. Student
1234567

Undergraduate Bulletin Highlights

The following sections of the Undergraduate Bulletin contain specific information regarding requirements toward your degree and policy related to completing those requirements. We encourage you to familiarize yourself with this information and use this as a resource throughout your academic career.

Undergraduate Bulletin

<https://bulletin.uakron.edu/undergraduate/>

Grade Policy and Credits

Includes grades and grading system, President's and Dean's List, Probation-Dismissal and Repeating Courses

<https://bulletin.uakron.edu/undergraduate/important-policies/grade-policy-credit/>

General Education Requirements

<https://bulletin.uakron.edu/undergraduate/general-education/>

College of Business Departments and Programs

Includes degree requirements for majors, minors and certificates

<https://bulletin.uakron.edu/undergraduate/colleges-programs/business-administration/#departmentstext>

Important CoB Policies and Graduation Requirements

- Students must be 'admitted to the major' in order to take 300-level Accounting and 400-level Business courses
- Required GPA's for graduation
 - 2.3 cumulative GPA
 - 2.0 GPA in all Business and Economics courses
 - 2.0 GPA in all courses required for the major
- Transfer/ transient credit can only be awarded for business courses with a C or higher grade
- Minors must earn 9 additional credits not needed for other degrees
- Certificates must earn 6 additional credits not needed for other degrees

Official degree requirements can be found in MyAkron Student Center under Degree Progress Report (DPF)

Calculating Your Grade Point Average

Total Quality Points Earned / Total Credits Attempted = GPA

Quality Points = Grade x Credit Hours

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A = 3.7	B- = 2.7	C- = 1.7	D- = 0.7
B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0

Class	Credit Hours	X	Grade	=	Quality Points
English	3	x	A	=	12 points
Algebra	4	x	B	=	12 points
Psychology	3	x	A	=	12 points
Public Speaking	3	x	B	=	9 points
CoB Success Seminar	1	x	A	=	4 points

49 points / 14 credit hours = 3.5 cumulative GPA

Class	Credit Hours	X	Grade	=	Quality Points
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	

University's Repeat Policy

<https://bulletin.uakron.edu/undergraduate/important-policies/grade-policy-credit/>

Any course may be repeated twice by an undergraduate student subject to the following conditions:

- To secure a grade ("A-F") a student may repeat a course in which the previously received grade was a "C-," "D+," "D," "D-," or "F," "CR," "NC," or "AUD."
- Grades for all attempts at a course will appear on the student's official academic record
- Only the grade for the last attempt will be used in the grade-point average

College of Business Resources

Knack Tutoring

Peer tutoring for College of Business courses; completely free; in-person & online tutors for CoB 200-300 level courses.

www.uakron.edu/joinknack.com

Internships & Career Services

Internships and co-ops are some of the most meaningful college experiences that help prepare students for their future careers. Schedule an appointment to meet with CoB Internship & Career staff via Handshake.

<https://www.uakron.edu/cba/outcomes/internships>
internships.cba@uakron.edu

Business Communication

Business communication is infused across our curriculum and is viewed as an integral component of student growth. We contend that solid communication in professional contexts gives our students an “x-factor” and increases personal marketability in all business fields.

<https://www.uakron.edu/cba/outcomes/business-communication>

EDGE Professional Development Program

Our EDGE program – Exploring Degree Goals and Experiences – makes it easy to identify opportunities, track your participation and graduate with EDGE Honors status.

<https://www.uakron.edu/cba/outcomes/edge>

Important Fall 2022 Semester Dates

Dates are based upon regular-session 15 week courses

August 22	First day of Fall semester
First Two Weeks	CoB Advising Walk-Ins Only
August 28	Deadline to add a course without signatures
August 29 – September 4	Instructor & advisor signatures needed to add a course
September 4	Last day to drop without “WD” on academic record
September 5	UA Closed – Labor Day
September 12	Schedule your CoB Advising Appointment
October 9	Last day to withdraw from classes
October 17	Spring 2023 schedule available to view on MyAkron
October 31	Spring 2023 priority registration begins Check MyAkron Student Center for specific date to enroll
November 11	UA Open – Veteran’s Day
Nov. 24 – 27	Thanksgiving Recess beginning at 4:00pm on Wednesday
December 1	Graduation Application Deadline for Spring Semester
December 4	Last day of classes
December 5 – 11	Final Exams
December 10	Commencement
December 14	Grades available for viewing on MyAkron Student Center
January 9	First day of Spring semester

University Academic Calendar <https://www.uakron.edu/registrar/dates/acadcal.dot>