Areas to Review (in advance if possible):

- Graduation Checklist
- Midterm Grades
- CheckMark Holds
- PREP Module Follow-up Email: Majors, Discovery Tier Theme Selection (if applicable), Course Plans for Fall 2021, other topics like Study Abroad, Summer 2021 and J-Session courses.

Walk through Graduation Checklist reviewing ALL areas for satisfaction or questions: All four areas must be satisfied to graduate

- **Expected Graduation Term:** Is this accurate?
  - If it is incorrect, and was not requested to be adjusted through the PREP Module, please reach out to Sara.Koenig@marquette.edu
  - Application for Spring 2021 Commencement has passed. Any questions please reach out to the Dean’s Office.

- **GPA:** University Requirement is 2.000, College Requirement in ALL business courses is 2.000 (ACCO 2.500). GPA from Marquette coursework only

- **Credit Requirement** – 129 credits
  - If admit term before Fall 2019 a student cannot graduate with less than 129 credits and may require more than 129 depending on their academic choices. Double major, Minor, extra courses. Please ensure that you review BOTH credits and course requirements.
  - Completion of BUAD 1060 waiver exam = 1 cr. reduction
  - Double counting business courses in core or major for both the Discovery Tier Theme and college requirements. Maximum of 2 courses = up to a 6 credit reduction. Form to use if you are double counting.

Course Requirements – All areas must be satisfied

University Requirements:

- What's remaining? That should guide what needs to be completed
  - ENGL 1002 no longer offered, must substitute a WRIT English Class
  - Literature: Reminder no THAR or MUSI courses will satisfy this requirement
  - Students can take MCC courses to substitute for UCCS requirements – Chart and Form

- Any Foundations classes remaining? CORE 1929 – Sophomore year, ESSV1 – Category of courses

- One ESSV2 (Engaging Social Systems and Values 2) course is required for students who began at MU in Fall 2020 and beyond: completed through Discovery Tier, Business Core, Non Business Electives, or Major Courses. Limited business offerings:
  - information on Advising Central and Marquette Bulletin

- One WRIT (Writing Intensive) course is required:
  - completed through Discovery Tier, Business Core, Non Business Electives, Major Courses. Limited business offerings: information on Advising Central and Marquette Bulletin

- Discovery Tier Theme: Students must declare a theme for the 4 course requirements (12 cr.) to appear.
  - Is a Discovery Tier Theme declared?
    - If declared, does the student know which courses to consider? Consider aiming for double counting, WRIT, ESSV2, non-business minor requirements.
    - If not declared, need to complete and submit declaration during sophomore year, more details on courses on Advising Central and Marquette Bulletin

Business Core:

- Reminder: CMST 2300 Business Communication – Sophomore Year, LEAD 2000 – Sophomore Year, LEAD 3000 – Junior Year
  - Review Prerequisites for 3001 courses and MANA 4101 Strategic Management
  - Analytics Structured Elective Note (Fall 2019 and beyond): Options include ACCO 4060 Accounting Analytics, BUAN 3065 Business Analytics 1, ECON 4060 Econometrics, FINA 4050 Applied Financial Modeling, MARK 4065 Marketing Analytics, OSCM 4060 Supply Chain Analytics. If the course taken is one of your major(s) it will show as both the Analytics Structured Elective and within your major requirements. In this situation students will need to make up the credits with another business class.

Non Business Electives/Electives: 18 credits for Non-ACCO majors, 12 credits for ACCO majors

- Students should complete non-business electives throughout their time at Marquette and not save them for the end. They can use these credits for a non-business minor or other interests.
- Students starting at MU in Fall 2019 and beyond can use one business class towards elective credits. This open elective can be used for a business elective outside of a declared major, including internship for credit or a study abroad course. Approval form.

General Elective Credit: Credits that do not have a home in another graduation checklist area will populate in this area. On occasion Applied Investment Management and Commercial Banking Program courses will show up in both this area and major requirements.
**International Business Course Requirement:** At least one International Business course within or outside a student’s declared major(s) in the College of Business Administration is required.

### Major Requirements:

- **Students starting at MU before Fall 2019** will have 10 upper division business electives to complete within one or more majors OR
- **Students starting at MU in Fall 2019** and beyond will have 9 upper division business electives to complete.

- Students can choose to major in more than one business major. The course requirements for the second major replace (and may exceed) the upper division business elective requirements for the primary major, and vice versa for the secondary major’s upper division business elective requirements. This means that credits are shared among majors.
- International Business and Business Analytics are secondary majors and must be paired with an additional primary major.

Students starting in Fall 2019 and beyond can double fulfill one course across two majors when possible. This double fulfillment does not change the minimum credit requirement to graduate and requires a student to take an additional upper division business elective course to meet needs. Examples include: FINA 4002 for FINA and REAL double majors, MANA 3034 for OSCM and ENTP double majors.

This may not automatically populate on your graduation checklist, please see the Dean’s Office with questions once a course is added to your graduation checklist.

### Guide to Fall 2021 Course Selection:

#### Going into Second Year: Approximately 15-17 credits

- Assuming you’ll complete: ACCO 1031 Managerial Accounting, BUAD 1560 Business Statistics and ECON 1103 Microeconomics
- Business Courses: Consider LEAD 2000 Career Planning and Application Strategies, ECON 1104 Macroeconomics, 2-3 Intro to Business Courses
- Non-Business Courses: CMST 2300 Business Communication, Remaining MCC Foundations: including ESSV1 and/or CORE 1929, Think about Discovery Tier Themes, Non-Business Electives

#### Going into Third Year: Approximately 15-18 credits

- Assuming LEAD 2000 and CMST 2300 are complete
- Business Courses: LEAD 3000 Strategies for Entering the Business World, Remaining “Introduction to” courses, Structured Elective Requirements, Major Specific Courses
- Non-Business Courses: Remaining MCC Foundations: including ESSV1 and/or CORE 1929, Declare Discovery Tier Theme and take course(s), WRIT satisfaction, Non-Business Electives

#### Going into Fourth Year: Approximately 15 credits

- Assuming LEAD 3000 is complete
- Business Courses: Remaining “Introduction to” or Business Core requirements, Major coursework or upper division business electives, MANA 4101
- Non-Business Courses: CORE 1949, Discovery Tier Theme course(s), WRIT satisfaction, Non-Business Electives

#### Transfer Students:

- Pay attention to prerequisites and the sequencing of business course needs (i.e. FINA 3001 and the prerequisites of BUAD 1560, ECON 1103, and ACCO 1031 may be concurrent).
- Start planning out Business Core Courses, Major Courses and Upper Division Business Electives.
- Next, focus on what non-business requirements are needed and when it makes sense to enroll.
- Any remaining UCCS or MCC requirements? CORE 4929 should be taken in the final few semesters.

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**Internship for Credit Information,** Reach out to Hannah.Lubar@marquette.edu or schedule an appointment in Handshake with questions.

- 1-credit BUAD 1986/2986/2989 option is relevant for freshmen, sophomores, and international students.
- 3-credit internship courses (3986/4986/4989) may count as an upper-level elective within the following majors: ACCO (for students who enrolled at MU before fall 2020), ENTP, FINA, HURE, INBU and REAL. For all other majors, 3-credit internship courses will count toward an upper-division business elective.

- 3-credit BUAD 3987 option is relevant for students completing full-time internships or co-ops with no additional MU course enrollment.
- One 3-credit internship course* fulfills the open elective (for students starting at MU in Fall 2019 and beyond).

**Application Steps & Requirements**

- For 3 credits, 240 hours of internship work is required. Hours are countable after a date of application (no counting retroactively).
- Students, except for ACCO busy season interns, may earn *up to 7 credits total through internship courses but must pursue different credit areas. Students cannot pursue credit for the same role that spans over multiple semesters.


**Business Career Center Support:** Schedule a meeting through Handshake (instructions). Meeting topics may include major selection, career exploration within a minor, job/internship search, interview prep., resume/cover letter writing and more.

**Use Advising Central for:**

- Typical Four-Year Planning Guides
- Major Requirement Sheets
- FAQs for Advising AND Registration
- Internship for Credit information
- Business Introductory Course and MANA 4101 Prerequisite Listing
- Marquette Core Curriculum Requirements – Including Discovery Tier Details
- College and University Forms