Student Academic Advising Appointment Checklist – To be used by Students and Advisors

Please use this checklist as you prepare for your Advising Appointment or while in the meeting.

Areas to Review (in advance if possible):
- Graduation Checklist
- Midterm Grades
- CheckMarq Holds
- Inspire Student Account and any notes (advisors only)
- PREP Module Follow-up Email: Majors, Discovery Tier Theme (if applicable), Spring 2022 Courses, Study Abroad, J-Session & more.

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?
- 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.
- If admit term is fall 2019 and beyond, the student will be able to graduate with a minimum of 122 credits:
  - Completion of BUAD 1060 waiver exam = 1 cr. reduction
  - Dual apply 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 would like to reduce credits.

Course Requirements – All areas must be satisfied

Marquette Core Curriculum (MCC) Requirements:
- Students who began at Marquette University in Fall 2018 and later:
  - Any Foundations classes remaining? CORE 1929 – Sophomore year, ESSV1 – Category of courses
  - One ESSV2 Engaging Social Systems and Values 2 (Fall 2020 and beyond) and one WRIT Writing Intensive course is required: completed through Discovery Tier, Business Core, Non Business Electives, or 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 dual applying, WRIT, ESSV2, non-business minor requirements. More details on courses on Advising Central and Marquette Bulletin.
      - If not declared, need to complete and submit declaration during sophomore year

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
  - Required Analytics Structured Elective (Fall 2019 and beyond): Options include ACCO 4060 Accounting Analytics, BUAN 3065 Business Analytics 1, ECON 4060 Econometrics, FINA 4050 Applied Financial Modeling, INSY 4052 Database Management Systems, MARK 4060 Marketing Research, MARK 4065 Marketing Analytics, OSCM 4060 Supply Chain Analytics, REAL 4061 Real Estate Modeling. 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 may need to make up the credits with another business class. (ACCO majors = 11 unique courses beyond ACCO 1030/1031 including 9 ACCO major requirements + 2 Upper Division Business Electives. Non-ACCO majors = 9 unique courses beyond a major introduction course.)
  - Required Analytics Structured Elective Options:
    - ACCO majors: 11 unique courses beyond ACCO 1030/1031 including 9 ACCO major requirements + 2 Upper Division Business Electives.
    - Non-ACCO majors: 9 unique courses beyond a major introductory course.

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 for last. 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: If ACCO major = 9 ACCO major requirements + 3 upper division business electives.
  - If Non-ACCO major = 10 upper division business electives including major requirements OR (next page)
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- **Students starting at MU in Fall 2019 and beyond:** If ACCO major = 9 ACCO major requirements + 2 upper division business electives. If Non-ACCO major = 9 upper division business electives including major requirements.
- 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 dual apply one course across two majors when possible (excluding INBU majors). This does not change the minimum credit requirement to graduate and may require a student to take an additional upper division business elective course to meet course/credit needs. Examples: 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 Spring 2022 Course Selection:

<table>
<thead>
<tr>
<th>Currently in your First Year: Register for 15-17 credits</th>
<th>Currently in your Second Year: Register for 15-18 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business: LEAD 1050 (if not complete), BUAD 1060 and/or BUAD 1001 (if not complete), ACCO 1031, BUAD 1560, ECON 1103.</td>
<td>Assuming ACCO 1030/1031, BUAD 1001/1060/1560, ECON 1103/1104, and all MCC 1001/ESSV1 coursework complete.</td>
</tr>
<tr>
<td>Non-Business: MCC foundations remaining 1001 courses and/or ESSV1 course. If a non-business minor interest, consider taking a course towards your minor &amp; non-business electives. Students without a non-business minor or not planning to study abroad can consider non-business elective(s).</td>
<td>Business: LEAD 2000 and/or CMST 2300, 1001 course(s), Business Core Structured Elective course, Upper Division Business Electives (major required/electives if available).</td>
</tr>
<tr>
<td>Tasks: Declare major(s)/non-business minor(s) if desired, Review MCC Discovery Tier Themes and courses.</td>
<td>Non-Business: CORE 1929, Discovery Tier Theme courses, consider non-business elective(s).</td>
</tr>
<tr>
<td>Tasks: Audit checklist for outstanding courses. Review courses that dual apply. Review WRIT/ESSV2 (if required)/IB options.</td>
<td>Tasks: Declare Business Major by end of sophomore year. Declare MCC Discovery Tier Theme by 60 credits. Consider WRIT and ESSV2 (if required) requirement options.</td>
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<table>
<thead>
<tr>
<th>Currently in your Third Year: 15-17 credits, dual applying may vary</th>
<th>Currently in your Fourth Year: 15-17 credits, dual applying may vary</th>
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<tr>
<td>Business: LEAD 3000 (1/2 of Juniors), remaining 3001 courses, Business Core Structured Elective course, Upper Division Business Electives (major specific, second major, or general).</td>
<td>Look to the graduation checklist to guide what is remaining. Watch GPA, Total Credits needed, Discovery Tier, Analytics Structured Elective (Fall 2019 and later) &amp; Major courses (Fall 2019 and later) when applicable. What needs to be made up with another course?</td>
</tr>
<tr>
<td>Non-Business: Discovery Tier Theme courses, non-bus. electives.</td>
<td>Transfer Students: Pay attention to prerequisites and sequencing of business courses.</td>
</tr>
<tr>
<td>Tasks: Audit checklist for outstanding courses. Review courses that dual apply. Review WRIT/ESSV2 (if required)/IB options.</td>
<td>Start planning out Business Core Courses, Major Courses and Upper Division Business Electives. Understand which non-business requirements are needed and when to take?</td>
</tr>
</tbody>
</table>

Internship for Credit (IFC) 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. Additional ACCO note: Starting with spring 2022 internships, spring semester internships will earn 6 credits. 3 credits will be available as upper-level ACCO credit. 3 credits will be available that will not fulfill a graduation requirement but will count toward total credits earned (for CPA eligibility).
- 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.

Apply online: [http://bit.ly/cobaifc](http://bit.ly/cobaifc). Apply by March 17 for spring 2022 internship courses. New this spring, IFC courses will occur in Session 14U; allowing more time to enroll. 240 hours are still expected from the date of application - apply as early as possible and before work begins.

Business Career Center Support: Schedule a meeting through Handshake (instructions). Meeting topics may include major selection, career exploration within a major, 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
- Business Introductory Course and MANA 4101 Prerequisite Listing
- Marquette Core Curriculum Requirements – Including Discovery Tier Details
- College and University Forms