Location: College of Business Administration
107 Anheuser-Busch Hall
Phone: 314-516-5888
Email: busadm@msx.umsl.edu
Website: business.umsl.edu
Advising Hours: Monday-Wednesday: 9 a.m. - 6 p.m.
Thursday-Friday: 9 a.m. – 4:30 p.m.

(Limited Advisor Availability during Staff Meetings)

Check our website for office hours during the semester.
http://www.umsl.edu/divisions/business/undergrad_advising/OfficeHours.html

Mission: The mission of the Academic Advising Department in the College of Business Administration at the University of Missouri - St. Louis is to empower and prepare undergraduate business students for professional success in technically sophisticated local and global organizations. We accomplish this by inspiring, educating, and encouraging you to make academic choices that support your career aspirations.

Values: Academic Advising in the College of Business Administration at the University of Missouri-St. Louis values meaningful and collaborative student learning development by being committed to the following objectives:

- Helping students understand programs of study, university policies, and other educational options;
- Creating short and long term plans for coursework;
- Providing information and referrals to appropriate campus resources and services;
- Ensuring that students are making satisfactory progress toward graduation by registering for appropriate classes;
- Supporting student success with respect to strengths, interests, and experiences; and
- Preparing and partnering with undergraduate business students in innovative conferences and employer panels to promote professional and academic growth.
## Recommended Calendar of Activities

### Fall Semester

- **August**
  - Review your class schedule and building location prior to school starting.
  - Familiarize yourself with MyGateway and MyView.

- **September**
  - Review your degree audit on MyDegree to view your current courses and future academic course options.
  - Make an advising appointment via MyConnect to discuss your academic goals and plans for the spring semester.
  - Visit the Major/Minor Fair and discover a major/minor that fits your interests. Connect with some new friends!

- **October**
  - To prepare for registration, watch your email for registration time.
  - In MyView, check for holds under “holds”.
  - Explore the Undergraduate Graduation Plans and MyView prior to meeting with an advisor to discuss and plan your spring semester course schedule.
  - Students graduating in May schedule a Graduation Review Appointment with your assigned advisor.

- **November**
  - Visit STL CyberCon & Career Conference. Network, network!
  - Consider your study skills - what is working and what could be improved?
  - Register for your spring course schedule in MyView during your designated date and time or make an advising appointment.
  - Prepare for finals.

- **December**
  - Consider taking a Winter session course or study abroad experience.
  - Check your grades in MyView.

### Spring Semester

- **January**
  - Review your class schedule prior to school starting.
  - Familiarize yourself with MyGateway and MyView.

- **February**
  - Visit Information Systems Career Conference. Make connections!
  - Review your degree audit on MyDegree to view your current courses and future academic course options.
  - Make an advising appointment via MyConnect to discuss your academic goals and plans for the fall semester.
  - Students graduating in December schedule a Graduation Review Appointment with your assigned advisor.

- **March**
  - Visit the International Business Career Conference first week of March and discover global business concepts and networking opportunities. Meet new people!
  - To prepare for registration, check your email registration time.
  - In MyView, check for holds under “holds”.
  - Explore the Undergraduate Graduation Plans and MyView prior to meeting with an advisor to discuss and plan your fall semester course schedule.

- **April**
  - Visit Midwest Digital Marketing Conference. Meet new friends!
  - Consider your coping skills - are you overly stressed? Do you have a healthy life style balance of school, exercise, and sleep, etc.? Do you need support?
  - Register for your summer and fall courses in MyView during your designated date and time or make an advising appointment.
  - Prepare for finals.

- **May and beyond**
  - Check your grades in MyView.

### Advising Expectations

Advising is a partnership between you and your advisor. In order for our advisors to best serve you, be prepared to allow us to support your understanding of the purposes and goals of higher education and its effect on your life and personal goals. We will have advising sessions at least three to eight times with you over the four year period spent with us. We look forward to serving you!

### Expectation of your Advisor

- Provide you with information and materials on campus services and resources.
- Review your Degree Audit and assist in the development of an academic plan.
- Answer your questions, concerns and special needs in support of academic and career goals.

### Session Manners

- Arrive on time and be prepared for each appointment.
- Silence or turn off your cell phone before entering the advisor’s office.
- Cancel your appointment if unable to attend on MyConnect or by calling the College of Business Office, 314-516-5888

### Advising Scheduling – Appointment or Walk-in?

#### Appointments (30 minutes or less)
- Alternative major exploration
- Create an academic plan
- Graduation reviews/apply for graduation
- New students
- Pre-registration and registration for classes
- Satisfactory Academic Plan
- If you need advice about academic progress

#### Walk-in (15 minutes or less)
- Adding or dropping a course
- Course withdrawals
- Suggested course schedule
- Major-change paper work
- Other forms including scholarship forms, veterans forms, etc.
MEET YOUR ADVISOR

Please call Business Administration Undergraduate Advising at (314)-516-5888 or login MyConnect online to schedule an appointment.

Resources

Class/Scheduling Resources
- Academic Calendar: www.umsl.edu/services/academic/publications/academic_calendar.htm
- Degree Requirements: www.umsl.edu/services/dars/ParseAuditHelp.html
- Graduation Plans: www.umsl.edu/divisions/business/undergrad_advising/Graduation Info/grad plans.html
- Reading Your Degree Audit: www.umsl.edu/services/dars/ParseAuditHelp.html
- Undergraduate Bulletin: bulletin.umsl.edu/

Student Access
- MyView: myview.umsl.edu
- MyGateway: mygateway.umsl.edu

Student Resources
- Career Services: www.umsl.edu/depts/career/
- Financial Aid and Scholarships: www.umsl.edu/services/finaid/
- First Year Experience & New Student Programs: www.umsl.edu/newstudentprograms/index.html
- GPA Calculator: www.umsl.edu/~umslsrs/e-success/index.html
- International Business Institute: ib.umsl.edu
- Student Organizations: www.umsl.edu/studentinvolvement/StudentOrganizations/index.html
- Student Resources – Business Students: www.umsl.edu/divisions/business/undergrad_advising/Resources/index.html
- Study Abroad Office: studyabroad.umsl.edu/index.html
- UMSL Website: www.umsl.edu
- Academic Internship Program: www.umsl.edu/divisions/business/Resources/AcademicInternships

Lisa Fikki, Internship Coordinator
fikkil@umsl.edu
In order to ensure the continuing quality of our degree programs, the College of Business Administration has instituted a requirement of “Good Standing” for students enrolled in upper-level Business coursework. Students are limited to 9 credit hours of upper-level coursework taught by the College of Business Administration until they have met the requirements for “Good Standing.” Business Faculty members have identified key coursework and grade point average criteria which are predictors of future success in College of Business Administration degree programs, and these form the basis for the “Good Standing” requirements.

To meet the criteria for “Good Standing,” students must have:

- A minimum 2.3 grade point average (GPA) in business courses and campus-wide coursework
- Completed the following cluster of courses (or their equivalent) with a grade of C- or better:

  MATH 1030 – College Algebra
  MATH 1100 – Basic Calculus
  MATH 1105 – Basic Probability and Statistics
  ECON 1001 – Microeconomics
  ECON 1002 – Macroeconomics
  ACCTNG 2400 – Financial Accounting
  ACCTNG 2410 – Managerial Accounting
  INFSYS 2800 – Information Systems Concepts and Applications
  BUS AD 2900 – Legal Environment of Business

Students who have not met the criteria for “Good Standing” will be unable to take more than 9 hours of upper division coursework taught by the College of Business Administration.

Please contact the Undergraduate Business Academic Advising Office in 487 SSB if you have any questions about this or any other issues.