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. – 5:30 p.m.  
Thursday–Friday: 9 a.m. – 4 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.
**Fall Semester**

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

**September**
- Review your degree audit on MyGateway to view your current courses and future academic course options.
- Make an advising appointment via MyGateway (click on 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 MyGateway, check for holds under “holds”.
- Explore the Undergraduate Graduation Plans and MyGateway 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 MyGateway 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 MyGateway.

**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.

**Spring Semester**

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

**February**
- Visit Information Systems Career Conference. Make connections!
- Review your degree audit on MyGateway to view your current courses and future academic course options.
- Make an advising appointment via MyGateway (click on 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 MyGateway, check for holds under “holds”.
- Explore the Undergraduate Graduation Plans and MyGateway prior to meeting with an advisor to discuss and plan your fall semester course schedule.

**April**
- Visit Midwest Digital Marketing Conference and International Business Case Competition. 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? Visit your advisor or Counseling Services.
- Register for your summer and fall courses in MyGateway during your designated date and time or make an advising appointment.
- Prepare for finals.

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

**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 ACADEMIC ADVISOR

Please call Business Administration Undergraduate Advising at (314)-516-5888 or login MyGateway 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
- MyGateway: mygateway.umsl.edu
  Student Portal to access MyGateway, Email, MyConnect, MyDegree, MyDrive, and other student applications

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
fikkii@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 107 Anheuser-Busch Hall (ABH) if you have any questions about this or any other issues.

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