ADVISING AND REGISTRATION

Advising

An academic advising folder is prepared for each Business major. While you are a freshman (less than 30 semester hours), the folder is kept in Centralized Advising, located in the University Center. After you accumulate 30 semester hours or more, your advising folder will be kept in the Langdale College Student Advising Center, located on the third floor of Thaxton Hall. (Phone: 229-249-2624) This folder contains records of courses you have taken, grades earned, credit hours accumulated, and other information pertaining to your academic progress. The Langdale College Advising Center staff will serve as your advisor until the end of your sophomore year. After you are admitted to Langdale College as a junior, you will be assigned a faculty advisor in your major area.

Prior to the middle of each semester, a schedule of classes for the following semester is posted on the Internet. To view the schedule, go to the VSU Home Page at www.valdosta.edu, click on Registration, and then under Schedule of Classes, click on the semester you want. The schedule of classes includes standard information about classes: course number and name, number of credit hours, instructor, meeting time, and room location. Also on the VSU Home Page under Registration are several links that provide a variety of information including registration dates, tuition and fee payment deadlines, final exam schedules, and university catalogs. However, the final exam schedule for Business classes is slightly different from the VSU final exam schedule. Check with your professors to find out final exam times for business classes.

Each semester, soon after mid-term, there is an official Week of Advising. The primary purpose of advising week is to help you select appropriate courses for the next semester. Advisors can help you avoid mistakes and unwise course choices, and suggest course options that perhaps you haven’t considered. Advisors can also help determine whether courses taken elsewhere will substitute for our courses, whether courses are acceptable as electives, and whether you are eligible to enroll in particular courses. To find out much more about advising, go to www.valdosta.edu/lcoba and select Academic Advising.

The Registration Process

- Each semester before or during Advising Week, go to the Student Advising Center to get your advising folder. Then see your advisor (Student Advising Center staff for sophomores; faculty member for juniors and seniors) to be advised, i.e. get an approved list of courses for the following semester. You can see the Student Advising
Center staff on a walk-in basis, but make an appointment to see your faculty advisor. Be sure that your advisor makes you eligible to register, commonly referred to as “having your flag lifted” (on Banner Web).

- **During the Registration period, which begins the week after Advising Week, register for classes on the Internet.** Go to the VSU Home Page at [www.valdosta.edu](http://www.valdosta.edu), click on Registration, click on Login, enter your student ID and PIN, and then click on the appropriate menu options.

- As you plan to register for any course, check the course description in the back of the most recent VSU Undergraduate Catalog to make sure you have completed, or are in the process of completing, the course prerequisites. Banner Web checks prerequisites and prohibits students from registering in courses without the appropriate prerequisites. Taking courses in the proper sequence improves your background and understanding for future courses.

- **Register as soon as soon as you are eligible** during the Pre-Registration period. Usually, Seniors can begin registration at 7:00 a.m. Monday, Juniors can begin at 7:00 a.m. Tuesday, Sophomores can begin at 7:00 a.m. Wednesday, and Freshmen can begin at 7:00 a.m. Thursday. By all means, register sometime during the pre-registration period, rather than at the beginning of the next semester. **Classes frequently fill to capacity, and registering early will greatly increase your chances of getting the courses and times you want.**

- Don’t get frustrated if you are unable to take all of your preferred courses in a particular semester. Be flexible and have your advisor suggest alternate courses. However, do not take electives that you don’t need and that could delay your eventual graduation date.

- **Pay fees for the next semester before the stated deadline** (near the end of the current semester) so that your class schedule won’t be cancelled, and your seat in classes won’t be taken by other students.

**Additional Scheduling Suggestions**

- Take ENGL 1101 and ENGL 1102 during the two semesters of your freshman year.

- VSU offers a two-hour orientation course (VSU 1101, *Freshman Seminar I*). It includes information about university services, study skills, and personal, academic, and social growth. Although the course is not required, you may want to take it as an elective your first semester to help ease the transition into college.

- Despite the fact that it is listed on the Senior College (rather than Junior College) Curriculum Check Sheet, it is preferable to take BUSA 2000 (*Introduction to Business*...
Administration) during your sophomore year, or even the second semester of your freshman year.

- **Take BUSA 2100 (*Applied Business Statistics*) during the first semester of your junior year.** Statistics is a prerequisite, or corequisite, for FIN 3350, which is required of all business majors.

- **Take FIN 3350 by the end of your junior year.** Finance majors should take FIN 3350 the first semester of their junior year.

- **BUSA 4900 must not be taken until you are within 30 semester hours of graduation.** Also, BUSA 2106, MKTG 3050, MGNT 3250, and FIN 3350 are prerequisites for BUSA 4900.

- **Try to postpone general electives until near the end of your college experience, to give you greater flexibility at that time.** This will keep you from running the risk that a specific class you need is either filled or not offered. On the other hand, *don’t postpone all business electives until the last summer because there are not many business electives offered during summer terms.* Also, don’t take electives that are not needed for graduation.

- **Sometimes students choose two majors.** Common pairings are Accounting and Finance; Economics and Finance; Management and Marketing; International Business with either Management or Marketing. If you pursue a double major, it may take one or more extra semesters, and you need to coordinate it carefully with both of the departments involved.

- **Also available for all business majors are 2 minors (Advertising and Promotion, Human Resources Management) and 2 certificate programs (Healthcare Administration, Internal Auditing).** See the Curriculum Check Sheets section for details about these programs.

- **All business majors are required to complete 120 semester hours.** Therefore, in order to graduate in 4 years, you need to take the standard load of 15 semester hours (usually five 3-hour courses) for 8 semesters.