SCHOOL OF BUSINESS (BUSN) Freshmen Orientation Summer 2020

1. **Are you in the right place?**
   BSNS: Business Studies (Concentrations in Accounting, Business Analytics, Finance, Financial Planning, Management, Marketing)
   COMP, CS, CIS: Computing, Computer Science, or Computer Information Systems
   HTMS: Hospitality, Tourism and Event Management Studies

2. **Is your DegreeWorks audit correct?**
   If you have AP credits or Dual high School credits, if you took college courses in high school, please pull up your DegreeWorks audit in the Stockton Portal. If you want to change majors, we will show you how to run a "What-If Analysis" and ask you to complete a CHANGE OF MAJOR FORM.

3. **What do you do if your transcript isn't updated?**
   - Tell a faculty or staff advisor today so that you can still plan your fall 2020 course schedule.
   - Do not enroll in a course which sounds similar to one you have already taken: you will only get credit for the one you have taken.
   - Go to **the Degree Works Transfer Equivalency (TREQ) Student Self-Service page (https://dw.stockton.edu/transfer#/)** once you leave to check if your course credit will be accepted.
   - When you get your permanent preceptor this fall, tell them that your degree audit (transcript/transfer allocation) is not correct; you should do this by October so that when you pre-register for spring and/or summer courses they are correct.

4. **How many courses do you need?**
   Four 4-credit courses is the **"normal"** load; three 4-credit courses counts as full-time for financial aid. Students are STRONGLY discouraged from taking five courses in their first semester at Stockton. Get acclimated to your new environment before considering five courses.

5. **What courses should you take?**
   Work on foundation courses first (CIST 1206 – Statistics, ECON 1200 - Macroeconomics, Freshmen Seminar, a Writing course – which can be a general studies courses (GEN, GAH, GNM, or GSS) then maybe a program course (like MKTG 2110, MGMT 2110 or HTMS 2101).
   - *For Computer Information Systems (CIS) and Statistics courses you should look under the CIST acronym. The course will be CIST 1206.*
   - *For Computer Science courses you should look under the CSCI acronym.*

School of Business Course Acronyms

Discipline	Acronym
Accounting	ACCT
Business Analytics	BUSA
Business	BUSN
Computer Information Systems	CIST
Computer Science	CSCI
Finance	FINA
Financial Planning	FINP
Hospitality, Tourism and Event Management	HTMS
Management	MGMT
Marketing	MKTG

First Year Studies and General Studies Acronyms

Discipline	Acronym
First Year Studies	FRST
General Arts & Humanities	GAH
General Interdisciplinary Skills and Topics	GEN
General Integration and Synthesis	GIS
General Natural Sciences and Mathematics	GNM
General Social and Behavioral Sciences	GSS

6. **What do you need to pick courses?**
   - A preceptor is a faculty/staff member who serves as your advisor. You will get a temporary one today and a permanent one will be assigned to you in the fall. You can change your preceptor at any time. **Preceptor assignments can be found in your Stockton Portal and are listed in the STUDENT SERVICES tab under the Academic Profile section**.
   - **Your transcript** if bringing in AP credits or Dual high school credits (remember to watch out for similar courses)
   - **Your Degree Works Audit**– shows allocation of your AP or Dual high school credits as of TODAY (any errors and/or additions can be discussed with your permanent preceptor or Academic Advising)

7. **Register for Classes –Review & Selection of Open Courses**
   - **Find Classes tab –** search for courses by subject, attribute, instructional method, days and times, campus, etc.
     - **"Open Sections Only" checkbox:** excludes closed courses (including courses with open waitlists) from search results
     - **Search Results**
       - Click on **course title** for class details and description:
         - **Attribute** – the course may fulfill **A**rts, **V**alues, **H**istorical **C**onsciousness, **I**nternational/Multi-cultural, Writing (**W1** or **W2**), or Quantitative Reasoning (**Q1** or **Q2**), requirements
         - **Co-requisite** – courses in which you must enroll concurrently
         - **Prerequisite** – course(s) that must be taken prior to registering for the course in question
         - **Permission of Instructor** – student must receive an electronic permit from the instructor to register for the course
       - **CRN** – Course Registration Number (always 5 digits)
       - **Course Subject** (3- or 4-letter acronym), **Number** (4 digits), **Section** (3 digits). <u>**091 = online, hybrid or distance education**</u>
       - **Meeting Times** – hover point over column for detailed meeting information
       - **Campus** – hover point over column for campus location of course
         - Galloway Main – Main Campus
         - Atlantic City Campus
         - Galloway Parkway Building
         - Hammonton
         - Manahawkin
         - Woodbine
       - **Status –** hover pointer over column to learn:
         - course capacity
         - how many open seats in the course remain
         - the waitlist capacity
         - how many open seats in the waitlist remain
       - **Waitlist** – The Waitlist is an automated process that allows a student to place themselves on a computerized wait list when a course is full.
       - **Do all courses have a waiting list?**
         No. Not all classes will have a waitlist. Each School Office determines whether or not a class will have a waitlist. **Courses that require a POI do not have a waitlist.**

- o **How do I put myself on a waitlist?**
  Putting yourself on waitlist is similar to registering for a course:
    - From the **Find Classes tab** search for the course. If it is full and there is a waitlist, click the "Add" button
    - In the **Summary box** (lower right-hand corner), select **Waitlist** under the Action drop-down menu
    - Click the "Submit" button to process changes
    - Verify the course registration status ("Waitlist" or "Registered") under the **Schedule Details box** (lower left-hand corner)
    - Classroom locations are tentative – check the day before classes begin to determine final room assignments. All other room designations are on main campus.

8. **Update Emergency Contacts and Emergency Text Message Contacts** – links located under "Personal Information" on the Student Services tab.

9. **If you plan to commute to campus or keep a car on campus**: register your vehicle(s) via the link located under "Campus Safety & Transportation" on the Home tab. All vehicles must display a parking permit to park on campus. ***Also, be sure to leave PLENTY of time to find a parking spot and get to your classes.***

10. **What else might come up?**
    - Are you playing an organized sport? Ask to see the practice schedules.
    - Do you have AP credit or dual high school credits that has not transferred yet? Talk to your preceptor about it today.
    - Do you have fewer than 16 credits? Take a freshman seminar (course number begins with 10XX – GAH, GEN, GNM, GSS).
    - Do you have a letter regarding a FRST (First-Year Studies) course? You must schedule your courses around these pre-assigned classes.
    - What if you want to make changes in your schedule? Once you leave campus today, you won't be able to drop/add classes until **July 17th.**
    - Do you know when the Drop/Add period is? It starts the first day of class and lasts for seven days. You can drop and add classes on your own—provided the course has open seats – but you MUST obtain a POI (Permission of Instructor) for any course that carries a POI designation. **Fall 2020 DROP/ADD: 9/8-9/14 (Tues-Mon)**
    - What is your Z number? This number can be found on your Stockton ID card. Most offices will need this number to assist you with such items as your bill or your housing.

    - What do I do if I have questions?
        - Go to the University website: www.stockton.edu to find the appropriate office. Get your questions answered now.
        - Center for Academic Advising is located in CC-242; (609) 652-4504
        - School of Business is located in the H-Wing Building, Room: H-118
          Phone: 609-652-4534
          Email: BUSN.School@stockton.edu