

Advising Syllabus MDCOB Undergraduate Advising

MDCOB Advising Center Location: 320 North Main Street, Suite B101

Center Telephone: (713) 221-8675

Email: cobadvise@uhd.edu

Link to advising center information: [MDCOB Advising page](#)

Links to advising resources and self-service tools: [MDCOB Advising Resources page](#)

NOTE: *Syllabus is not exhaustive and subject to change without notice.*

The MDCOB Advising Center advises all students, whether pre-business or declared, pursuing a Bachelor of Business Administration (BBA) degree, a Bachelor of Applied Arts and Sciences (BAAS) degree, as well as students with a declared business minor. Below is a breakdown of the majors within the BBA and BAAS degrees:

| Bachelor of Business Administration (BBA) |
|--|
| Accounting |
| Finance |
| General Business |
| Human Resource Management |
| International Business |
| Management |
| Management Information Systems |
| Marketing |
| Risk Management and Insurance |
| Supply Chain Management |

| Bachelor of Applied Arts and Sciences (BAAS) |
|--|
| Applied Administration |
| Applied Administration with Applied Public Administration and Leadership Concentration |
| Applied Administration with Restaurant and Food Service Administration Concentration |
| Applied Administration with Safety Management Concentration |

*See current [catalog](#) for list of all majors and minors in the MDCOB.

*Minors are not required for BBA or BAAS degrees.

The MDCOB Advising Center can help you with:

- Understanding your degree plan and what classes are required for you to graduate.
- Planning your path to graduation and staying on track.
- Holistically supporting you throughout your time at UHD by referring you to appropriate academic and non-academic resources.
- Connecting your degree plan to possible career paths.
- Completing forms that require an advisor's signature.

How to meet with an Academic Success Coordinator (also called ASC or Academic Advisor):

1) Schedule an in-person or virtual (with camera on) appointment online using [NAVIGATE](#).

2) Call 713-221-8675 to schedule an in-person or virtual (with camera on) appointment.

3) Attend a drop-in advising session:

- Drop-in sessions are meant for quick questions that can be answered in 5-10 minutes.
- Drop-in sessions are generally held each Wednesday from 9am-12pm and 2pm-4pm.
 - The advising center reserves the right to cancel drop-ins or shorten them without advanced notice. Please call before making a trip to campus to ensure drop-in availability.
- You can attend a drop-in session in person or virtually (with camera on).
 - Call 713-221-8675 during drop-in periods to be added to the queue so that an ASC can call you back.
 - Alternatively, you can join our virtual lobby during drop-in hours, and an ASC will assist you via Zoom. [Click here](#) to access the virtual lobby.

NOTE: For virtual meetings, you must have your camera on and cannot be driving during the meeting. ASCs reserve the right to cancel your virtual appointment or drop-in if you are driving.

Emailing the MDCOB Advising Center and your ASC:

Gatormail is the official student email of UHD. We expect you, the student, to use Gatormail for all communication with the advising center and other UHD offices. [Click here](#) to log in to Gatormail.

We do our best to respond to all emails within two business days. However, please note that if you send us an email over the weekend or during university holidays/closures, you may not receive a reply until

Emailing the MDCOB Advising Center and your ASC, cont.:

the next two business days. Additionally, it may take longer than two business days for you to receive an email response during peak advising times. It is important that you plan accordingly.

Student Responsibilities:

We in the MDCOB Advising Center expect you, the student, to:

- Read the [UHD Catalog](#) and [Student Handbook](#).
- Review your advisement report in myUHD regularly.
- Be aware of important dates each semester in the [Academic Calendar](#).
- Schedule timely and regular advising appointments.
- Show up on time and prepared for your advising appointments.
- Ask questions.
- Seek advising at the first signs of academic difficulty.
- Check your Gatormail regularly.
- Use Gatormail for all UHD-related correspondence.
- Keep a personal record of your degree plan and advising notes.

Academic Success Coordinator Responsibilities:

You, the student, can expect your Academic Success Coordinator to:

- Listen carefully to your questions and concerns.
- Accurately document your progress toward meeting academic goals.
- Guide you in choosing courses applicable to your degree plan.
- Refer you to academic and non-academic resources and relevant departments as needed.
- Communicate degree plan requirements, policies, and procedures.
- Maintain confidentiality in accordance with FERPA.

Things all MDCOB students should know:

- **Advisement Report (DPR):** Your advisement report, also known as Degree Progress Report (DPR), is your official degree plan and tells you what classes you must take to graduate. [Click here](#) to watch a short video on how to find your advisement report.

Things all MDCOB students should know, cont.

- **MDCOB Scholarships:** The MDCOB Advising Center does not manage the scholarships within the college, but we want you to be aware of MDCOB scholarships that are available. [Click here](#) for more information about opportunities and deadlines.
- **Application for Graduation:** You must apply for graduation in myUHD for the semester in which you plan to graduate. All students must apply for graduation regardless of whether they want to attend Commencement. We highly recommend you meet with an Academic Success Coordinator before you submit your application to ensure that you are on track to graduate. Application dates are in the [Academic Calendar](#). Further instructions are available on the [Registrar's Office page](#).
- **Three-Attempt Rule:** If you are unsuccessful in a required course after three attempts, you may be dismissed from the MDCOB for failure to make progress.
- **Prerequisites and co-requisites:**
 - Prerequisites are requirements or courses that must be completed prior to taking a course. Example: ACC 2301 is a prerequisite to ACC 2302, so you must complete ACC 2301 before you can take ACC 2302.
 - Co-requisites are requirements or courses that can be completed together. Example: STAT 2305 is a co-requisite to FIN 3302, so you can take STAT 2305 and FIN 3302 at the same time.
 - Specific programs have certain requirements for graduation and course prerequisites. Please refer to the catalog for your program's requirements and course prerequisites.
 - It is your responsibility as the student to ensure that you meet prerequisites and/or co-requisites before you enroll in a course.
- **[Student Handbook](#):** Read this! It has everything you need to know about campus and academic resources, where to go for help depending on what you need, and so much more. Student responsibilities and guidelines are outlined in this document, which you are held accountable to as a UHD student.
- **MDCOB Career Center:** The MDCOB has its own career center separate from advising, and we want to be sure you are aware of this resource. You can contact the [MDCOB Career Center](#) to get help with major exploration, discover types of jobs for your major, find internships, and more.

Things all MDCOB students should know, cont.

- **Minimum GPA Requirement for Good Standing and Graduation:** All students must maintain a minimum UHD GPA of 2.0 to be in good academic standing. Additionally:
 - Students pursuing a BBA degree must maintain at least a 2.0 UHD and Business GPA to be approved to graduate.
 - Finance majors must have a minimum 2.0 Finance GPA to be approved to graduate.
 - Students pursuing a BAAS degree must maintain at least a 2.0 GPA in all courses in the BAAS program to be approved to graduate.
 - Students in a competency-based program (APAL and RFSA) must make a grade of 'B' or better in all competency-based courses required for their major.

- **Academic Probation, Continued Probation, Suspension, and Dismissal:** If a student's UHD GPA is below a 2.0 GPA in any semester, they will be placed on academic probation.
 - While on academic probation, their next term's GPA must be at least 2.0. If it is not, they will be placed on continued probation.
 - While on continued probation, their next term's GPA must be at least 2.0. If it is not, they will be placed on suspension and must sit out the following semester unless an appeal is submitted, and they are approved to take classes. [Click here](#) to access the academic suspension appeal form.
 - Once a student returns from suspension, if their next term's GPA is below 2.0, they will be academically dismissed from UHD and cannot take more classes unless an appeal is submitted and approved to return to UHD. [Click here](#) to access the academic dismissal appeal form. To review the policy in the catalog on academic probation and suspension, [click here](#).
 - If your GPA is below 2.0, we encourage you to [schedule an advising appointment](#) with an Academic Success Coordinator before registration to discuss your plan, academic progress, GPA repair, and available academic and non-academic support.