

April 10, 2024

Dear First-Year Business Students:

Welcome to Lehigh University's College of Business! We are so excited to partner with you on this journey ahead.

Your preparation for a great start this fall begins now, and this packet will guide you through the summer months to ensure a smooth start in the College of Business. We've attached a checklist of "to-do" actions for you to accomplish this summer and information to guide your registration for fall courses this July.

Have questions? Our academic advising team is here to help. In late June, you will receive an introductory email from our Business Advising team. Our advisors will be available to answer your questions this summer, and they will continue to advise you after you start your Lehigh classes this fall and throughout your years here.

In August, you will participate in a College of Business Welcome with all other first-year students in your BS in Business and Economics degree program. You will meet your fellow students, as well as the staff and faculty that will have a positive impact on your Lehigh experience. We all share your goal for the smoothest possible start to classes on August 26th.

If you have any questions before you hear from advising in June, please do not hesitate to contact our Undergraduate Programs Office. We are your "home base" in the College of Business, and our mission is to support your success. You can reach our team by calling our main office number (610-758-3400) or by emailing businessadvising@lehigh.edu.

We hope you have a healthy, rewarding summer. We look forward to seeing you at the College of Business First-Year Welcome in August!

Regards,

The Business Advising Team

I. Your Summer “To-Do” List

May:

- **Please read this packet** thoroughly and carefully, noting important dates on your personal calendar.
- **Have you taken any AP exams?** Be sure to send your scores to Lehigh. If you already took an exam and don't remember if you indicated that Lehigh should be sent your score, log into the College Board web site to be sure your score is sent to Lehigh (code 002365).
- **Check your Lehigh email** at least twice a week to be sure you do not miss any important messages. Your Lehigh email is the primary means the College of Business will use to reach you! This summer, time sensitive academic messages will come from our Business Advising team and other Lehigh departments.

June:

- **Be sure your AP scores are sent to Lehigh!** You can check that your scores will be sent (or request that they are sent) to Lehigh when you log in to your College Board portal. Information on what AP scores Lehigh accepts for credits can be found in the 2024-2025 Catalog.
- **Look for an email regarding ALEKS**, a math placement assessment, prep, and learning module. If you are not awaiting an AP Calculus score, you will take the assessment in June. ALEKS is used to determine the calculus course in which you will have the greatest success. If you receive AP credits for MATH 021, you will not be required to take the ALEKS assessment.

July:

- **Attend our First Year Information Session.** Your Advisors will review registration recommendations, our registration scheduling tools, and respond to general questions.
- **Retake ALEKS if you are seeking to improve your Math placement.** It is recommended you do so before July 12th to ensure a smooth registration process.
- **Register for your Fall 2024 classes online.** Use the guidelines in this packet and from our Info Session to select the most appropriate courses

August:

- **Watch out for updated scheduling recommendations from the Advising Team.** They will examine the fall schedule of classes you chose in July and let you know if any changes are necessary.
- **Check your online Lehigh Degree Audit at <http://go.lehigh.edu/degreeaudit>** (Please use the Degree Works Audit) to see if all of the courses you registered for and the credit you expected to earn via AP and/or transfer credit are showing up on your academic record. Your online Degree Audit is the critically important scorecard that you will refer to throughout your academic career at Lehigh to view your grades, in-progress and completed courses, and verify what you need to accomplish academically to graduate.
- **Participate in the College of Business First-Year Student Welcome** as part of your Lehigh orientation. You will also have the opportunity to make any last minute schedule changes with an advisor.
- **Look for your first Lehigh Business Week at a Glance e-newsletter from our Undergraduate Programs Office email on Sunday evening, August 25th.** The Lehigh Business Week at a Glance will keep you apprised of updates including advising office hours, professional development events, and study abroad planning opportunities.

II. Registration Guidelines - USE TO BUILD FALL SCHEDULE!

In July, you will register for Fall 2024 courses. **Most business students will register for 5 to 6 courses (in the range of 14 to 17 credits) in their first semester.** You will need a minimum of 12 credits to be a full-time student, and Lehigh limits first-year students to a maximum of 17 credits in the fall semester.

FOLLOW THESE GUIDELINES AS YOU PREPARE TO REGISTER ONLINE FOR FALL:

1. All first-year business students must register for **BUS 001: Foundations of Business** (1 credit).
2. You should also register for **ECO 001: Principles of Economics** (4 credits). If you scored 4 or 5 on the AP Microeconomics exam *and* the AP Macroeconomics exam, you do not need to register for ECO 001; you will receive credit for ECO 001 and can register for a non-business elective in the College of Arts and Sciences, College of Health, or College of Engineering and Applied Science, instead.
3. **Register for MATH 000, MATH 081, or MATH 021** based on your ALEKS score. There are also opportunities to register for two part courses for Fall and Spring: **MATH 075&076** together satisfy MATH 021 credits; **MATH 095 & 096** will satisfy MATH 081 credits. Your placement exam will identify the appropriate course for your skillset. If you fulfill your Math requirement by earning the necessary Math AP/SAT/ACT/IB score, you can instead choose an elective outside the College of Business.
4. You then have the option to register for the courses below to meet 14-17 credits:
 - **BUS 003: Business Communication I** (1.5 credits)
 - **BUAN 044: Business Analytics I** (1.5 credits)
 - **MGT 043: Organizational Behavior** (3 credits)
 - **WRITING (WRIT) 001: Academic & Analytical Writing** (3 credits) if the following criteria applies to you:
 - **Less than 4** on either of the AP English exams OR
 - **Less than 5** on the IB English exam OR
 - **Less than 700** on the SAT Evidenced-Based Reading & Writing exam OR
 - **Less than 32** on the ACT English exam OR
 - **Less than 6** on any of the three parts of the Optional SAT Essay exam OR
 - **Less than 8** on the ACT Optional Writing Test

Special notes regarding WRITING:

- Please pay special attention to upcoming guidance from advising that will indicate the specific sections of WRIT 001 that are reserved for BSBU students. Not all sections are eligible for students within our college.
- WRIT 001 is required for your BS in Business and Economics degree, but you

do not have to take it during your first semester. WRIT 001 is also available during the spring semester. You do not need to take WRIT 001 if you have earned AP credit for the course and send your scores to Lehigh this summer.

- Multilingual students are assessed for proficiency by the International Center for Academic and Professional English. Those who are deemed proficient are placed in WRIT 001; others are advised to take WRIT 003. If placed in WRIT 003, that course will count as the English/Writing requirement for your BS in Business and Economics degree.
- If you receive a score of 5 on either of the English AP exams, a score of 750-800 on the SAT Evidenced-Based Reading & Writing exam, or a score of 35 or higher on the ACT English exam, you will receive credits for WRIT 001 (3 credits) and WRIT 002 (3 credits). Your WRIT 002 credits will count toward non-business electives.
- If you “place out” of WRIT 001, you should see AP or TR as the “grade” for ENGL 001 on your Lehigh degree audit at <https://go.lehigh.edu/degreeaudit>. In this case, you can choose an elective outside the College of Business.
- **NON BUSINESS ELECTIVES (3 to 4 credits each)** in the College of Arts and Sciences, College of Health, or the Rossin College of Engineering and Applied Science. Courses outside of the College of Business are critical to your well-rounded education as a future business professional. As business students, you are required to take a minimum of 48 credits outside of the College of Business during your four years at Lehigh. These courses consist of distribution requirements and electives outside of the Business College. As a part of your degree, all students must take 33 credits outside of College of Business in addition to “distribution” courses. Course distribution designations appear in the University Catalog online at the end of each course description. The 15 credits of distribution requirements include the following:

Humanities (HU)—Minimum of 6 credits. Study of how we understand and record human experiences; teach you how to think creatively and critically about your own identities and connections to others. Humanities courses typically fall under the following departments: Art and Architecture, English, History, Modern Languages and Literature (MLL), Music, Philosophy, Religion Studies, and Theatre.

Social Sciences (SS)—Minimum of 6 credits. Study of human society and social relationships. Social Science courses are usually encompassed in the following departments: History, International Relations, Journalism and Communications, Political Science, Psychology, Sociology, and Anthropology.

Natural Sciences (NS)—Minimum of 3 credits with no lab requirement. Study of physical sciences. Natural Sciences courses are available in the following departments: Astronomy, Biological Sciences, Chemistry, Earth and Environmental Sciences, and Physics.

You may also be able to earn credit for other activities you plan to do, e.g., earning 1 credit for participating in choir.

Sophomore status (24 completed credits or more) is required to register for courses numbered 100 and above, so as a first-year student, you should register for courses numbered below 100. Some courses numbered below 100 have “prerequisites” (courses that must be completed beforehand) or “corequisites” (courses that must be completed simultaneously). You will not be able to register for a course without having the required prerequisite or corequisite.

Special notes about Music and Theatre:

- You may select music lessons, and upon your arrival on campus you must go to the Music Department regarding registration status. Enrollment in music lessons is never guaranteed because of scheduling constraints. Also, after you register, check your Degree Audit to be sure you are earning the credits you intended for your Music course(s)!
- We encourage students with an interest in music to consider playing in one of the ensemble groups at Lehigh. Many of the ensembles require an audition to make sure you are playing in the group best suited to your interests. Auditions will be held during or shortly after Orientation in August. Check with the Music Department when you arrive on campus for the audition schedule. Marching Band and the Choral Union do not require auditions, so you can select them now.
- Performance (THTR 035) requires auditions. If you are interested in performing in one of the fall theatre productions, check with the Theatre Department when you arrive on campus for the audition schedule.

III. AP, IB & College Credit for Courses Taken While in High School

Advanced Placement

The official Advanced Placement rules and guidelines may be found in the 2024-2025 online catalog (catalog.lehigh.edu) and are subject to change annually.

Entering first-year students that request the College Board to send their Advanced Placement Test scores to Lehigh are considered for advanced placement.

Some departments offer examinations during Freshman Orientation to students who studied college-level subjects in secondary school but did not sit for the Advanced Placement Tests. Entering first-year students wishing to sit for an examination in any Lehigh course should notify the Office of the First-Year Experience via email at fye@lehigh.edu by the date given on the First-Year Student Portal. The student should specify the number and title of the course. Students who receive credit on the basis of Advanced Placement Test grades need not sit for the Lehigh tests to confirm the credit granted.

International Baccalaureate

Students who earn the International Baccalaureate may be granted credit in higher- level or advanced subjects with scores of 5 or better. All students will have their credentials evaluated on an individual basis for specific course equivalency. Lehigh's Registration & Academic Services Office must receive the Official IB transcript before credit will be assigned.

College Credit Taken While in High School

If, during your senior year, you studied a college course at another institution, you may be able to have credit transferred to your Lehigh degree program. You are responsible for ensuring that all necessary documents are provided. Such transfers are possible when **all** of the following criteria are met:

1. The course must be appropriate for Lehigh University (i.e., not at a lower level than Lehigh coursework; for example, "college algebra" is not appropriate).
2. The course must be a regular college course at the institution that offers it (not a special version of the course for high school students).
3. The grade assigned must be equivalent to a C or better on an official transcript sent directly to Lehigh. A grade of C- is not acceptable for transfer credit.
4. You must provide Lehigh with the course description and the textbook name and author. You may also be asked for a copy of the course syllabus.

Incoming first-year students wishing to transfer college credit taken while in high school must complete the [First-Year Approval of Transfer Credit Form](#).

IV. BS in Business and Economics Degree Requirements Overview

The following requirements are also on your DEGREE AUDIT via Degree Works at:

<https://go.lehigh.edu/degreeaudit>

<u>REQUIREMENTS</u>	<u>CREDITS</u>
Core Requirements*	54
University (Non-Business) Electives	48
<ul style="list-style-type: none"> ● <i>Minimum distribution of 6 cr. Humanities (HU), 6 cr. Social Sciences (SS), and 3 cr. Natural Sciences (NS)</i> ● <i>Minimum of 1 global course and 1 diversity course**</i> 	
Major (see below)	15-23
<ul style="list-style-type: none"> ● <i>Minimum of one major is required</i> ● <i>Maximum of two majors in the College of Business</i> ● <i>Total number of credits varies by major</i> 	
Free Electives	Variable
<ul style="list-style-type: none"> ● <i>These credits can be taken as Business or Non-Business courses</i> ● <i>Completely Free Electives are the number of credits needed to reach the minimum number of credits to graduate (124 credits) which, depending on your major, can vary from 0 to 7 credits.</i> 	
TOTAL NUMBER OF CREDITS REQUIRED TO COMPLETE DEGREE: 124	
<p><i>*Note: The grade of C- or better is required for successful completion of every core business course. Most core courses are prerequisites for other core and elective courses. Core courses with grades below C- will not serve as prerequisites and must be retaken. The required grade point average for graduation is 2.0 - both overall <u>and</u> in the major.</i></p> <p><i>**NOTE: Global and/or Diversity requirements can be fulfilled with either Business or Non-Business courses indicated with the appropriate "Global" or "Diversity" attribute in Banner when you register online.</i></p>	

College of Business Majors:

Major	Min Required Credits	Major	Min Required Credits
Accounting	21	Finance	21-23
Business Analytics	18	Management	15
Business Info Systems	18	Marketing	18
Economics	18	Supply Chain Management	18

College of Business Minors and Certificates *Available* to Business Students (Not Required):

Business Information Systems
Entrepreneurship
FinTech

Management
Real Estate
Supply Chain Management

Business Analytics Certificate
International Business Certificate

V. Recommended Laptop Computer for College of Business



LEHIGH
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**College of
Business**

Recommended Laptop Computers for Undergraduate Business Students

Operating Systems Recommended

Windows 10/11	or	MacOS (Monterey, Big Sur)
Recommended for the Finance major.		Not recommended for the Finance major.

Minimum Hardware Recommended

Processor (CPU):	PC - (minimum of i7, AMD Ryzen CPU) Mac - (M3)
Memory (RAM):	16 GB or higher
Hard Drive:	512 GB or higher
Ports:	At least one USB-C/Thunderbolt 3, USB-A; port capable of charging, video, and data transfer

Notes

1. Lehigh Library & Technology Services (LTS) *strongly advises against* the purchase of a Chromebook. A Chromebook does not work to complete specific software based course assignments.
2. Several required courses use software that only runs on the Windows platform. Students with Mac based laptops will be required to install and use [VPN software](#) and [Lehigh's Virtual Software LUapps](#) to access this software and run it remotely. This workaround for Mac based laptops may prove cumbersome and may not always be seamless.

3. Students pursuing the Finance major are strongly recommended to purchase a Windows-based machine. Most Finance courses employ the Windows platform, and in many Finance jobs, the default standard is the Windows platform. Therefore, if you are planning to pursue the Finance major, the College of Business and LTS *strongly recommend* a Windows system for these majors due to the need for specific Windows based software to complete coursework. Instructors in the Finance major have, in the past, assumed that the students possess windows-based machines and accordingly, students using macOS systems will find themselves at a significant disadvantage.
4. LTS offers [guidance on warranty recommendations](#). The LTS Helpdesk on the main floor of the EWFM library is a good starting place for all computing, networking, and lending services questions. They are also [available by email, phone, online, and text](#).
5. Lehigh can [perform warranty repairs on certain brands and models](#) of computers.
6. One of the major benefits available to Lehigh students is that MS Office is provided free throughout their time at Lehigh, but this subscription ends when a student graduates. It is up to the individual student if they wish to [purchase MS Office at a student discount](#) before leaving the university.

Laptop Recommendations: *Updated April 2024*