

# First-Year Student Advising Session

Facilitated by:  
College of Business Undergraduate Programs Office

October 29, 2021



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# Overview

- Welcome
- Review Advisor Role & Responsibilities
- Review Degree Audit
- Curriculum & Suggested Courses
- Registration Reminders
- Next Steps
- Questions



# Who is our Primary Advisor?

Emily Ford: Last Names A-B, S, Dual Degree

Emily Enters-Dake: Last names C-H, Q, R, T, U, V

Christina Jordan: Last names I-P, W-Z

*New academic advisor for last names Q-Z by the end  
of the fall semester!*



# Advisor Role

- Support and help you strengthen your independence
- Collaborate with you year-round (not just before registration!) as you explore and plan your academic goals
- Connect you to campus resources
- Guide you in your path to a timely graduation



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# Degree Audit

[go.lehigh.edu/degreeaudit](https://go.lehigh.edu/degreeaudit)

Students

Student: [redacted]

Audits

Request an Audit

Run Declared Programs:

Currently declared program

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	BSBCBCHE	Bachelor of Science - Biochemistry	Fall 2014				

Select a Different Program:

Advanced Settings

Click to run the audit

Run Declared Programs

Cancel

Lehigh, Student

Bachelor of Science in Business and Economics

Request Audit

Prepared On

03/01/2017 02:33 PM

Program Code

BSBU

Catalog Year

Fall 2014

Student ID

[redacted]

Graduation Date

05/22/17

Job ID

2017030114335641

Audit Results

Course History

Applied Exceptions

Markers

Audit

You are here: Audit

Total Hours

Cumulative GPA

Hours

GPA

Categories

Click on any area of the graph for further detail.

Requirements Graph

Requirements GPA Graph

Complete

In Progress

Unfulfilled

Planned

Successfully completed coursework

Registered courses

Unfulfilled coursework

A planning feature will be released at a later date.

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# Refresher: Your Business Degree



B.S., Business and Economics

- Core curriculum
  - Major courses
  - Non-business courses
  - Optional minors
  - Student to Professional
- Co-curriculum

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# Four-Year Experience: Year 1

## Curriculum

- Build business foundation with courses in subjects such as economics, statistics, calculus, and writing
- Launch into critical-skill course sequences

## Student to Professional Co-Curriculum

- Career research
- Networking resources
- Personal Brand
- Resumes
- LinkedIn
- Introduction to academic planning





# Student to Professional Co-curriculum



## Tier 1: Professional Foundations

Students build a foundation for essential career skills through required coursework in their first semester (e.g., BUS 001, IBE 010, BUS 003).

### TIER1 includes:

- Finding Career Research Resources
- Learning Networking Resources
- Creating College Level Resume
- Conducting Informational Interviews
- Practicing Your Elevator Pitch



## Tier 2: Professional Planning

Students engage in small, community building, group sessions led by a faculty or staff facilitator in the spring semester of their first year.

### TIER 2 includes:

- Building Your Personal Brand
- Navigating LinkedIn and Professional Networks
- Academic Planning
- Crafting an Experiential Learning / Internship Plan



## Tier 3: Professional Preparation - Interview, Networking, and Personalization

Personal preparation as students actively apply for experiential learning opportunities, including internships.

### TIER 3 includes:

- Completing Mock Employment Interview
- Completing Informational Interview
- Attend Two Self-selected Growth Activities
- Declaring Specialization(s)



## Tier 4: Professional Expertise

**TIER 4** allows students to participate in specialized activities / programs organized by major, industry or skill.





# Suitable

View

Student to Professional

Experience

Portfolio

Share



View all achievements

Progress

Current Level

1

Total Experience

230

Achievements

3

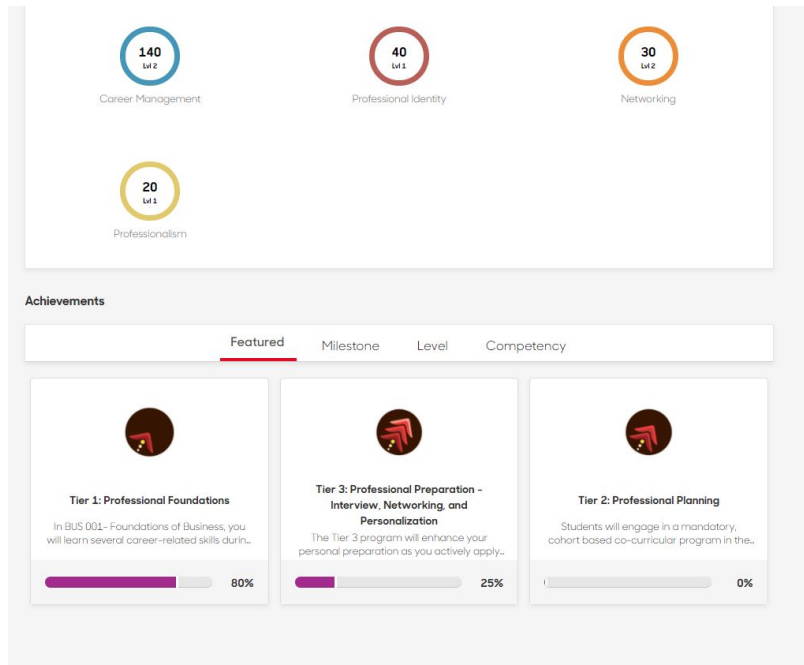
Portfolio Items

3

Completions

16

\*Turn on app notifications!





# General Academic Planning Information

- Typical breakdown of credits and courses after first semester:
  - 3 core courses and 2 non-business electives (may include humanities, social science, or natural science)
  - 15-17 credits per semester after first semester
- Deadline to declare major = 2nd semester, sophomore year
  - Major courses typically begin 1st semester, junior year
  - Faculty mentor assignment = upon major declaration
- Core courses with **grades below C- will not serve as prerequisites** and must be retaken



# Planning for Spring 2022

	<u>Course</u>	<u>Title</u>	<u>Credits</u>
000-level	BUS 003	Business Communication I ( <i>Prereq that can be taken concurrently: BUS 001</i> )	1.5
	BIS 044	Business Analytics I	1.5
	ECO 001	Principles of Economics	4
	ECO 045	Statistical Methods	3
	ENGL 001	Critical Reading and Composition	3
	MATH 081/021	Calculus with Business Applications or Calculus I	4
	MGT 043	Organizational Behavior	3

- Take any 0-level core courses that you did not take in the fall semester, including any core business courses you may have dropped this fall
- Fill in the rest of your schedule with non-business courses
- If you will have sophomore standing by Spring 2022, you are eligible to take 100-level core courses for which you meet prerequisites; check with your advisor for course suggestions
- Aim for 15-17 credits



## Tier 2: Professional Planning Registration

- Groups will meet 6 times between January 31, 2022 and March 11, 2022
- You will meet at the same time/date each week
- Registration for Tier 2 will take place starting November 22
  - Email and push notification through Sutable app
- Successful completion of Tier 2: Professional Planning is **MANDATORY**



# Registration Reminders

- Verify your specific registration time in Banner
- Winter 2021 and Spring 2022 course offerings are posted in Banner
- Override system ([go.lehigh.edu/businessoverride](https://go.lehigh.edu/businessoverride)) available on November 15th



# Advising Appointments

- **November 8-19:** 15-minute appointments for Quick Questions
- **Registration week (November 15-19):** Quick Questions and option for same-day appointment, if available



# What's next?

- **Alternate Pin** distribution details
- Check Banner account for any holds
- If you have not done so already, complete the **PREREGISTRATION SURVEY** in Banner
- Reminder: Last day to withdraw (W) from a Fall 2021 full-term course is one week from today - **November 5th**
- Tools for an easier registration:  
<https://businessundergrad.lehigh.edu/advising/registration>

# Questions?



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