



College of Business and Economics (CBE) Course Request Tutorial

Congratulations on your acceptance to Lehigh and the College of Business and Economics!

Materials you may need before the tutorial begins:

- College of Business and Economics First-Year Student Summer Start-up Packet (please make sure you have read through the packet prior to the tutorial);
- A pen; and
- A piece of paper to take notes.

The Basics

- The First-Year Start-Up Packet for the College of Business and Economics (CBE) will help prepare you for the course request process beginning in June.
- **Please note: the actual course request has been adjusted slightly since you have received your First-Year Start-Up Packet in May – You will only complete the course request one time so please make sure to read through materials before submitting your request. Adjustments can be made at a later time if needed.**
- The courses you request will be considered in the formulation of your first semester schedule. You will get your fall schedule during Orientation.
- This quick tutorial will guide you through the course request process.



First Semester

A typical schedule for a first-semester CBE student ranges from 14 - 17 credits, with required courses and programs including:

Typical CBE First Semester	(CREDITS)
BUS 001 Introduction to Business in a Global Environment (<i>required in Fall</i>)	(3)
ECO 001 Principles of Economics	(4)
ENGL 001 Composition and Literature	(3)
MATH 81 (Calculus with Business Applications) or MATH 21 (Calc. I)	(4)
Excel Competency Program (not for credit –will not need to request)	
<u>Optional Elective: Non-Business Course</u>	<u>(1-3)</u>

Total credits: 14-17*

*First-year students are limited to taking a maximum of 17 credits in the first semester.

Getting Started

Check your Lehigh e-mail:

The Course Request Process will open in June; please check your packet for exact dates.

You will receive an e-mail to your Lehigh account with a direct link to your college's course request.

If you log onto the Portal and select the evoLUtion:1 tab and click "Request Fall Courses" under the Summer Checklist it will prompt you to go to your Lehigh e-mail for this link.

This link will take you to the site where you will be making your course requests.

Course Request Process

Once you are directed to the course request, this is the first page you will see:



Welcome to the course request process for new students in the College of Business and Economics (CBE)!

First-year CBE students will generally take 14 to 17 credits in the first semester. Full-time status requires a minimum of 12 credits per semester, with a maximum of 17 credits in your first semester.

We will begin processing your course requests in early July, so you must submit your requests by Friday, June 17, 2016 Noon (EST). All CBE first-year students will be enrolled in BUS 001 Introduction to Business (3 credits) and ECO 001 Principles of Economics (4 credits) in addition to your requests. You will have an opportunity to get clarification and possibly make changes, if necessary, during the convocation advising session on Friday, August 26, 2016.

Please keep in mind that this process is considered course request, not registration. As such, the courses you request may not be the exact ones on your schedule. We will, however, make every effort to accommodate your requests. Please note that credits will tabulate/add as you make your selections in the survey, and your goal is to have a minimum of 12 credits selected by the end of the survey.

If you have questions, you can send an email to cbeadvising@lehigh.edu a member of our undergraduate advising team will get back to you. As the summer proceeds, please check your new Lehigh email account. This is our primary and official form of communication. Students are expected to check their University e-mail frequently and consistently. Any and all consequences that result when University e-mail is not read or checked regularly are the responsibility of the individual student.

After reading, you will select “Next” on the bottom of the screen to proceed to the next page of the request.

Course Request Process

After entering an area of interest or undecided you will select “Next” and proceed to the Exam Scores and Transfer Credit page. (The area of interest indicated will not alter your course request)

If you are truly unsure of the score on an AP exam please proceed with the course request as if you were NOT to receive credit. Adjustments can be made to your course requests once your scores are received.

Exam Scores and Transfer Credit

Please select the type of credit you anticipate. We understand you may not have received the official scores at this time. We are asking that you make your best estimate to begin the course request process. When we receive the official scores from the College Board, we will adjust your requests as necessary. Based on your anticipated scores, the course request process will present suitable options. Please note that only AP scores that pertain to CBE first year curriculum are requested.

You may learn more about the AP scores required by Lehigh to receive credit in each area by reviewing the [AP Policy](#) information found in the University Catalog.

When you are finished, click NEXT to continue.

- ☐ SAT / SAT II (only if anticipated Writing score is greater than 700)
- ☐ AP Exams (only if anticipated scores are 4 or higher. Lower scores are not eligible for credit)
- ☐ Transfer Credit

You will be directed to different pages on the course request depending on what you check on this screen.

You will be presented with suitable options based on what you enter.

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Next

Beginning of Course Request

Once you complete the AP and Transfer credit screen and enter scores if applicable you will be directed to the actual course selection process.

Your next screen may begin with your option for your first semester **English** course (unless you place out of this requirement).

You will then continue to the **Math** selection page (unless you place out of this requirement). Please refer to your First-Year Start-Up Packet for guidance on your Math selection. Both the CBE Advising Team and the Math Department are available for questions. Contact information is provided in your packet.

Course Request Continued

The CBE has specific requirements. Your first-year courses will introduce you to the basics and create a foundation for your future coursework.

The two courses below are required for all incoming first-year CBE students. Unless you place out of Eco 001 based on AP or transfer credit you will be required to select these courses before proceeding with the course request process:

BUS 001 – Introduction to Business in a Global Environment: 3 credits

- All CBE students must take this course in their first semester.

Eco 001 – Principles of Economics: 4 credits

- Eco 001 is a required CBE core course.
- If you have AP or transfer credit for this course, please refer to the First-Year Packet –you may be directed to select an elective in it's place for the first semester.

Electives

- If you have placed out of certain courses based on AP and transfer credit or you desire to have closer to 17 credits for your first semester, you will be directed to a page to indicate first, second, and third preference for electives.
- Electives are broken down into different areas based on subject: Social Science, Natural Science, Foreign Language, Humanities, Non CBE free electives, etc.

Electives Continued

If you have not placed out of any required courses based on AP or transfer credits you might only be able to request an elective that is from 1-3 credits since the maximum credits permitted in your first semester is 17. Please refer to your First-Year Packet.

Some 1-3 credit electives might include: natural science courses (introduction to environmental science, astronomy, etc.), music classes or lessons, theater, journalism, and so on.

Completed Course Request

Once you have completed all of the required screens on the course request, you will be provided with a summary screen before officially submitting your requests:

Area of Interest: Undecided

Course Requests:

Math: MATH 081: Calculus with Business Applications (4 Credits)

English: ENGLISH 001 (3 credits)

Required: BUS 001: Introduction to Business in a Global Environment (3 Credits) + ECO 001: Principles of Economics (4 Credits)

Foreign Language:

HU/SS/NS/Elective Choices:

Alternate Selections:

Please provide any additional information you feel we may find helpful.

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Next

You will have the opportunity to review your requests. You will be requesting at least 12 credits. Most likely you will be from 14 – 17 credits.

Once you click “Next” you will complete the First-Year Course Request Process!

Excel Competency Program

You will not need to worry about this program requirement for the course request process, but there is important information to be aware of as you begin your first semester:

- **All CBE students are required to pass an Excel Competency Exam during the first semester of their first year.**
- The Excel Competency Program is not for credit; therefore no grades from this program are factored into your GPA calculation.
- The program is a prerequisite for courses you will be taking in the second semester of your first year and the first semester of your sophomore year.
- More information about the Excel Competency Program will be provided to you upon your arrival to campus during Orientation.

Strong Interest Inventory®

In preparation for BUS 001, you are required to complete the Strong Interest Inventory®. The results of this assessment will be used by your instructors in assigning groups and will be a resource for you and your advisor as you make decisions about a major and, ultimately, your chosen career.

Please refer to your First-Year Packet for deadlines and instructions on how to access and complete the assessment.

A Few Reminders and Tips

- ❑ Make sure to read over your entire First-Year Student Start-up Packet.
- ❑ Remember that you are requesting courses. This is not actual registration. Your requests will be reviewed by CBE Undergraduate Advising Team before your schedule is created.
- ❑ You are only submitting your request one time. This is different from what was indicated in your packet. Adjustments can be made, if needed, at a later time during the review process.
- ❑ Make sure to send any AP scores or credit information to the Registrar's Office as soon as it is available.
- ❑ Make sure to log on to Portal and your Lehigh email frequently for updates. Complete the items listed that are required each month.

QUESTIONS?

**The CBE Undergraduate Center is
here to help!**

- Email cbeadvising@lehigh.edu
- Call (610) 758-3400
- Stop by RBC 395

We look forward to seeing you in August!