



LEHIGH

UNIVERSITY

Class of 2022 - Fall 2018 Course Registration Information Packet

College of Business & Economics

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LEHIGH
UNIVERSITY

COLLEGE OF
BUSINESS AND
ECONOMICS

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May 2, 2018

Dear First-Year Business Students:

Welcome to the College of Business and Economics (CBE)! We are very pleased that you have joined our Lehigh family.

The attached *CBE First-Year Summer Start-Up Packet* reviews what you need to do this summer for a smooth start in fall. Please read the overview carefully this month. In June, you will receive an introductory email from your CBE academic advisor. He or she will be available to answer any questions you may have as you prepare to register online in July. Your academic advisor will be your key contact in the CBE Undergraduate Programs Office until you graduate with your BS in Business and Economics degree.

When you come to campus this fall, you will attend the CBE Convocation on Friday, August 24th, with all other first-year students in your BS in Business and Economics degree program. At Convocation, you and the rest of the CBE's Class of 2022 will be introduced to the CBE's academic expectations in a large assembly. Afterwards, you will participate in a smaller-group workshop with your academic advisor and your H.A.W.K.S. Peer Mentor to ensure you are all set to start classes on Monday, August 27th.

If you have any general questions before you hear from your academic advisor in June, please do not hesitate to contact the CBE Undergraduate Programs Office. We are your "home base" in the CBE, and we're here to help. You can reach our team by calling our main office number (610-758-3400) or by emailing cbeadvising@lehigh.edu. Our office is open Monday through Friday from 8:15 a.m. to 4:45 p.m. eastern daylight time. Please note that all Lehigh offices will be closed July 4th in observance of Independence Day.

Hope you have a rewarding summer and a safe trip to Lehigh this fall. We look forward to meeting you at the CBE First-Year Convocation in August!

Regards,

Katrina A. Zalatan, Ph.D.

Associate Dean and Director, Undergraduate Programs

Dear First-Year Students:

On behalf of our Advising Team in the CBE Undergraduate Programs Office, we want to extend a very warm welcome to you as the College of Business and Economics' Class of 2022! Our advising team is here to help guide you as you begin your undergraduate career at Lehigh University. Advising is one of the most valuable resources in the educational process, not only to assist you in making academic selections to match your particular background, interests, and future objectives, but also to help you identify program options, work out an academic pace, and develop career planning strategies. Our team will connect you with other resources and support systems available at the University, such as the Counseling Center, Center for Career and Professional Development, and Center for Academic Success.

Professional staff advisors work with you to guide and mentor you through the curriculum, policies, and procedures. Once you declare a major, you are also assigned a faculty mentor within the major area. Carla Jenkins-McDonald, our Coordinator, will be your first point of contact when you come to the CBE Undergraduate Programs Office this fall. Carla can direct you to appropriate offices or resources and guide you through the different processes you may need while at Lehigh.

If you have any questions as you complete your course registration online, please contact the CBE Undergraduate Advising Team at cbeadvising@lehigh.edu or (610) 758-3400. We are here to help and are looking forward to meeting you at Convocation!

Regards,

Twana L. Walker, M.S.
Director of Advising

Megan Borascius, M.Ed.	Kimberly Bruno, M.Ed.	Adam Troxel, M.Ed.
Academic Advisor	Academic Advisor	Academic Advisor

Carla Jenkins-McDonald
Coordinator

I. PURPOSE

This *CBE First-Year Summer Start-Up Packet* reviews what you need to do this summer for a smooth start to the fall. **Please read this packet carefully, so you will be prepared to do essential pre-registration activities in June.**

II. WHAT YOU NEED TO ACCOMPLISH THIS SUMMER

As a first-year student in the BS in Business and Economics program, you have five goals to accomplish this summer:

1. **Check your Lehigh email at least twice a week** to keep abreast of important messages from your CBE Undergraduate Programs Office team. When you arrive on campus, you should check your email at least daily. Please expect and read emails sent from the following important email addresses:
 - Dean Zalatan (deanzalatan@lehigh.edu)
 - CBE Undergraduate Programs Office (cbeundergraduate@lehigh.edu)
 - CBE Undergraduate Programs Office Advising Team (cbeadvising@lehigh.edu)
 - Your academic advisor, whom you will meet via email this June
2. **Read this packet and note any questions you may have for your academic advisor in June.** This packet details important information including:
 - A list of courses critical for you to include in your Fall 2018 schedule.
 - Placement guidelines for essential first-year course requirements, including math and English.
 - Guidelines for receiving AP credit across all disciplines for which Lehigh grants AP credit and/or for receiving college credit for courses taken in high school.
 - Guidelines for placement in foreign language courses, music courses and groups, and theatre.
3. **Meet your academic advisor via email this summer, and connect with your advisor to the extent necessary to achieve your CBE summer goals.** This June, you will be assigned an academic advisor who will be your advisor from your first year through your senior year. Your advisor will reach out to you via email this June to introduce himself or herself, provide information about how you can schedule an appointment with him or her, and provide you with a link to CBE *Soar in Four* expectations that describe the roles of

CBE advisors and advisees. You will be expected to acknowledge that you've read the CBE *Soar in Four* expectations via the link provided before you arrive on campus in August.

4. **Register for Fall 2018 courses online this July.** As a BS in Business and Economics degree student, you will be expected to complete a specific set of courses before the end of your first year at Lehigh. This July, Registration and Academic Services will open the online Banner system for you to enroll yourself into these courses. Please refer to the following website offered by Registration and Academic Services, which provides contacts should you have any registration-related questions, <https://fysenroll.lehigh.edu/>. Your academic advisor will also be available to answer your questions by email and by appointment throughout the online registration period.
5. **Meet your CBE H.A.W.K.S. Peer Mentor virtually via email by August, and correspond to the extent necessary to answer any questions you have before you come to campus.** Every student in the BS in Business and Economics program will be assigned a Peer Mentor who will be responsible for a small cohort of first-year business students who share similar academic interests. Your Peer Mentor will reach out to you by early August to welcome you to Lehigh, introduce himself or herself, and offer to answer any questions you might have as you prepare to come to campus. You will meet your Peer Mentor and the other students in your Mentor's group at CBE Convocation on August 24th. For more information about the H.A.W.K.S Peer Mentor program, please see section VII of this packet.

III. Your CBE Summer Preparation Timeline

Below is your CBE summer preparation timeline:

May:

- ☐ Read this CBE First-Year Summer Start-Up Packet thoroughly and carefully, noting important dates on your personal calendar.
- ☐ Start the practice of checking your Lehigh email at least twice a week during the summer to be sure you do not miss any important messages from Dean Zalatan, the CBE Undergraduate Programs Office, the CBE Undergraduate Programs Office Advising Team, your academic advisor, and your H.A.W.K.S. Peer Mentor.

June:

- ☐ Watch for and read your CBE academic advisor's introductory email.
- ☐ Contact your academic advisor by email or by appointment if you have any questions related to the CBE curriculum or your required courses for fall. Your advisor will share contact information details in his or her introductory email to you.
- ☐ Be sure that your AP scores are sent to Lehigh University's Registration and Academic Services office NOW!

July:

- ☐ Watch for emails alerting you to when you could access the Banner system to do your online registration for Fall 2018 classes, and register for courses online.
- ☐ Reach out to your academic advisor if you have any questions related to your fall schedule – he or she is here to help!
- ☐ Watch for and read the introductory email from your H.A.W.K.S. Peer Mentor. The subject line should indicate the message is pertaining to H.A.W.K.S. Do not hesitate to ask your Peer Mentor any questions you have as you prepare for your transition to campus this fall – he or she is committed to help you!
- ☐ Complete the online survey to acknowledge you've read the *CBE Soar in Four* expectations for CBE advisors and advisees.

August:

- ☐ Watch for and read any emails from your academic advisor. He or she will examine the fall schedule of classes you chose in July and let you know if any changes are necessary.
- ☐ Participate in the CBE First-Year Student Convocation as part of your orientation on August 24th. You will meet your academic advisor and your H.A.W.K.S. Peer Mentor

during a small-group workshop immediately following an assembly about CBE academic expectations. If you need any further schedule adjustments during the afternoon, your advisor will be available for a one-on-one meeting during walk-in hours in the CBE Undergraduate Programs Office.

- Look for your first CBE Week at a Glance e-newsletter from the CBE Undergraduate Programs Office on Sunday evening, August 26th. The CBE Week at a Glance will keep you apprised of updates including advising office hours, professional development events, and study abroad planning opportunities.

Note:

If you want to get a head start learning more about the “big picture” of your BS in Business and Economics degree, you are welcome to browse curriculum degree requirements for the class entering in 2018-2019 at our CBE Undergraduate Programs Office website at <https://cbeundergrad.lehigh.edu/curriculum>.

IV. FIRST-YEAR CURRICULUM AND FALL SCHEDULE

Over the next two years, your goals as a CBE student will be to:

- Successfully complete the prescribed core curriculum in order to build the essential business concepts and skills that form the foundation for your major course of study.
- Begin developing into a well-rounded businessperson.
- Declare your major course of study in the second semester of your sophomore year.

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	(3)
ECO 001 Principles of Economics	(4)
ENGL 001 Composition and Literature I	(3)
MATH 081 (Calculus with Business Applications) or MATH 021	(4)
Optional Elective	(1-3)

Total credits: 14-17

First-year students are limited to taking a maximum of 17 credits in the first semester. Full-time student status requires at least 12 credits per semester. During the semester, you must be very careful if you decide to drop a course because it may put your total credits below 12. This will change your status from full-time to part-time. Part-time status may affect your eligibility for financial aid, athletics, medical insurance, and other areas.

Below is information that will be helpful as you register for Fall 2018:

I. BUS 001 - Introduction to Business in a Global Environment: 3 credits

- All CBE students must take this course in their first semester.
- Full descriptions of BUS 001 and other Lehigh courses are available in the Lehigh Course Catalog: <http://catalog.lehigh.edu/>

II. ECO 001 - Principles of Economics: 4 credits

- Eco 001 is a required core course.
- If you have AP or transfer credit for this course, please see section VI of this packet (Advanced Placement and College Credit).

III. ENGL 001 - Composition and Literature: 3 credits

- You are required to complete a total of 6 credits of English composition and literature.
- **ENGL 001** should be taken in your first semester, followed by **ENGL 002** in your second semester, unless you have AP, SAT Writing, or transfer credit for one or both of these courses. For International Students, English placement recommendations will come directly from the ESL department. Please see section VI of this packet (Advanced Placement and College Credit).
- If you have any questions about the English requirement, please contact Vivien Steele in the English Department at vls1@lehigh.edu or (610) 758-3314.

IV. CALCULUS

You are required to complete one 4-credit calculus course as part of your CBE core. You will be required to select a calculus course during the course registration process. There are two courses from which you may choose: (1) MATH 081 or (2) MATH 021. The math course that is right for you this fall will depend on several factors, including your goals and your academic history. Some general guidelines follow:

MATH 081

Students who do not expect to pursue a major or other studies involving advanced math typically enroll in MATH 081: *Calculus with Business Applications* in the fall of their first year at Lehigh. General indicators of readiness for MATH 081 typically include successful completion of calculus in high school and a reasonably strong score in standardized math exams (e.g., 620+ in the math section of the SAT). **We expect that most CBE students will enroll in MATH 081.**

MATH 021

Students who plan advanced study in mathematics and want to take math beyond the minimum required for the BS in Business and Economics degree typically select MATH 021: Calculus I. General indicators of readiness for MATH 021 include strong performance in calculus in high school and a very strong score on standardized math exams (e.g., 670+ in the math section of the SAT). MATH 021 is recommended for students wishing to:

- Pursue a BS degree which requires advanced math, e.g., a Finance major with an Analytical Finance Track (one out of 6 possible tracks) or a BS in Computer Science and Business (CSB). More information about CBE majors and tracks

and other degrees available at Lehigh can be found on the CBE Undergraduate Programs Office website: <https://cbeundergrad.lehigh.edu/curriculum>.

- Pursue doctoral studies in business functional areas and/or in economics.
- Pursue a minor in Mathematics (including Probability & Statistics or Actuarial Science).

OTHER OPTIONS

- **MATH 000 – Preparation for Calculus.** This course is for students who require some additional reinforcement in pre-calculus before moving onto MATH 081 the following semester. *The credits for this course do not count toward graduation, but they do count toward GPA.*
- **ADVANCED MATH STUDY.** If you earned AP credit for calculus and are considering advanced math study, please contact Professor Lee Stanley, ljs4@lehigh.edu, for placement advising (i.e., whether you should take MATH 022 this fall or start by taking MATH 021 at Lehigh).

If you are unsure about the best math option for you, please contact the CBE Undergraduate Advising Team at cbeadvising@lehigh.edu or (610) 758-3400 to schedule an appointment with your assigned academic advisor.

V. Optional First Semester Elective: 1-3 credits

- You are required to take a minimum of 48 credits outside of the College of Business and Economics during your four years at Lehigh. These courses consist of distribution requirements and electives outside of the business college. 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 other. Humanities courses typically fall under the following departments: Art and Architecture, English, History, Modern Languages and Literature, 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 are also required to take courses that apply to the following two requirements: **Global and Diversity**. These courses may also count toward fulfilling other requirements, such as your distribution requirements or your non-CBE electives. Global and diversity courses are available in numerous departments at Lehigh.

Global – A minimum of 1 course (at least 3 credits).

Diversity – A minimum of 1 course (at least 3 credits).

- 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 (23 credits or more) is a requirement to request courses numbered 100 and above, so as a first-year student, you should request courses among those below 100. Some courses numbered below 100 have prerequisites or co-requisites. You will not be able to register for a course without having the required prerequisite (i.e., courses that must be successfully completed before you may register for a course) or co-requisite (i.e., more than one course that must be taken during the same academic term).

TYPICAL CBE SECOND SEMESTER	(CREDITS)
BUS 005 – Value Based Decision Making for Business	(1)
ECO 029 – Money, Banking and Financial Markets	(3)
ECO 045 – Statistical Methods	(3)
ENGL 002 – Composition and Literature II	(3)
Elective: Course outside of business	(4)
<u>Optional: Additional course outside of business</u>	<u>(1-4)</u>

Total credits: 14-18

V. CBE ADVISING SYLLABUS/SOAR IN FOUR

The CBE Advising Syllabus/Soar in Four is an agreement between the student and the academic advisor that highlights the expectations for the student and the advisor. Participants and their advisor sign an agreement requiring both the student and their advisor to “check in” and review the student’s progress each semester.

Participants

CBE Advising Syllabus/Soar in Four is designed for first-year and transfer CBE students.

Program Benefits

Students meet with their academic advisor and faculty mentor once a semester to discuss the current and future semesters. During the meeting, students discuss and plan future academic opportunities such as study abroad, internships, double majors, dual degrees, and minors that are possible during the student’s four years at the University.

Students are encouraged to ask questions and discuss their future plans with their academic advisor. Early planning and research is the key to students taking full advantage of all the opportunities offered at Lehigh.

Enrolling

Students will receive information about CBE Advising Syllabus/Soar in Four this summer and can complete the agreement on the CBE website, <http://cbeundergrad.lehigh.edu/>.

Questions about CBE Advising Syllabus/Soar in Four

Please reach out to Kimberly M. Bruno, Academic Advisor, at kmb515@lehigh.edu.

VI. Advanced Placement and College Credit

You can find a complete description of Lehigh University's Advanced Placement policy on the Lehigh website at: <http://catalog.lehigh.edu/informationofgeneralinterest/advancedplacement/>.

For your convenience, the following are some highlights of that policy, as well as college credit transfer policies.

AP Exam Scores

If you have taken, or plan to take, the College Board Advanced Placement Examinations, be sure to arrange to have the scores sent to Lehigh University (code 002365).

- ***Do not wait*** to receive your results before having them sent to Lehigh. A delay in reporting will result in delayed placement and course registration. Reporting a “low” score will not be to your disadvantage.
- Because you need to complete the Course Registration Process before we receive your AP exam scores, **you should make your course selections as if you will not receive AP credit.**
- When your AP scores are available, we can make the appropriate adjustments to your course schedule. Be sure to have your scores sent to Lehigh. An advisor may reach out to you through your Lehigh e-mail account regarding any course registration adjustments based on AP results. Please make sure to check your Lehigh e-mail on a regular basis.

English Composition Advanced Placement Policy

- If you earn a score of 4 on either of the English AP exams or a score of 700–749 on the SAT Writing, you will receive three credits for English 001. You will then complete the University's English requirement by taking English 011.
- If you earn a score of 5 on either of the English AP exams or a score of 750 or higher on the SAT Writing, you will receive six credits for English 001 and 002. You will, thereby, have completed the University's English requirement.

Foreign Language Credit

Credit in a foreign language will only be awarded to students with the appropriate scores on either the AP exam or SAT II test. Credit will not be granted on the basis of having native knowledge of a language other than English or on the basis of the number of years of high school study. If you wish to continue studying a language you studied in high school or your non-English native language, your placement in a Lehigh course will be determined on the basis of your prior experience. Please refer to the Department of Modern Languages and Literature Placement Summary:

<https://mll.cas2.lehigh.edu/placementcredit>.

Music & 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.
- 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.

College Credit for Courses 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.

Advanced Placement Credit

Please use the chart below to determine what Advanced Placement credit you may receive from various Lehigh departments. You must have your scores submitted directly to Lehigh (code 002365). Any delay in submitting your scores will impact your ability to register for courses.

Subject	Score	Method	Credit for:
Art	4	AP Art History	ART elective (3 cr.)
Art	5	AP Art History	ART 001 (4 cr.) & ART 002 (4 cr.)
Art	5	AP Studio Art: 2-D Design	ART 003
Biology	4 or 5	AP Biology	BIOS 001 (4 cr.)
Chemistry	5	AP Chemistry	CHM 030 (4 cr.)
Computer Science	4 or 5	AP Computer Science A	CSE 001 & CSE 002
Computer Science	4 or 5	AP Computer Science Principles	CSE 012 (3 cr.)
Earth & Environmental Science	4 or 5	AP Environmental Science	EES 002 (3 cr.) & EES 022 (1 cr.)
Economics	4 or 5	AP Microeconomics	Eco elective (2 cr.)
Economics	4 or 5	AP Macroeconomics	Eco elective (2 cr.)
Economics	4 or 5	Both AP Microeconomics <u>and</u> AP Macroeconomics	ECO 001 (4 cr.) & ECO elective (2 cr.)
English	4	AP English Language and Composition or AP English Literature and Composition	ENGL 001 (3 cr.)
English	5	AP English Language and Composition or AP English Literature and Composition	ENGL 001 (3 cr.)& ENGL 002 (3 cr.)
English	700-749	SAT Evidence-Based Reading & Writing	ENGL 001 (3 cr.)
English	750-800	SAT Evidence-Based Reading & Writing	ENGL 001 (3 cr.)& ENGL 002 (3 cr.)

Subject	Score	Method	Credit for:
English	6	Optional SAT Essay Exam – any of the three parts	ENGL 001 (3 cr.)
English	7	Optional SAT Essay Exam – any of the three parts	ENGL 001 (3 cr.) & ENGL 002 (3 cr.)
English	32 - 34	ACT English	ENGL 001 (3 cr.)
English	35 - 36	ACT English	ENGL 001 (3 cr.) & ENGL 002 (3 cr.)
English	10	ACT Optional Writing Test	ENGL 001 (3 cr.)
English	11 or 12	ACT Optional Writing Test	ENGL 001 (3 cr.)& ENGL 002 (3 cr.)
English	5	IBE Test	ENGL 001 (3 cr.)
History	5	AP American History	History elective (4 cr., SS Distribution Req.)
History	5	Both AP European History <u>and</u> AP World History	History elective (4 cr., SS Distribution Req.)
Latin	4 or 5	AP Latin	LAT 011 (4 cr.)
Mathematics	4 or 5	AP Calculus AB exam	MATH 021 (4 cr.)
Mathematics	4 or 5	AP Calculus BC exam	MATH 021 (4 cr.) & MATH 22 (4 cr.)
Modern Languages & Literature	4	On any of AP Language and Culture subject exams	Intermediate Level I (4 cr.)
Modern Languages & Literature	5	On any of AP Language and Culture subject exams	Intermediate Level I (4 cr.) & Intermediate Level II (4 cr.)
Modern Languages & Literature	4 or 5	AP Spanish Literature and Culture	SPAN 151 (4 cr.)
Music	5	AP Music Theory	Music elective (2 cr.)
Physics	5	AP Physics 1: Algebra-Based	PHY 011 (4 cr.) & PHY 012 (1 cr.)
Physics	4 or 5	AP Physics C: Mechanics	PHY 011 (4 cr.) &

Subject	Score	Method	Credit for:
			PHY 012 (1 cr.)
Physics	4*	AP Physics C: Electricity and Magnetism (*Only eligible if student also receives AP credit for PHY 011)	*PHY 021 (4 cr.) & PHY 022 (1 cr.)
Political Science	4 or 5	AP United States Government and Politics	POLS 001 (4 cr.)
Political Science	4 or 5	AP Comparative Government and Politics	POLS 003 (4 cr.)
Psychology	4 or 5	AP Psychology	PSYC 001 (4 cr.)
Statistics	4 or 5	AP Statistics	MATH 012 (4 cr.)

International Baccalaureate

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

Department of Modern Languages and Literatures

Language Placement Guidelines

AP score of 2 or SAT-II score of 510-520	0 credits Placement in 002 (<u>Elementary II</u>), 2 nd semester
AP score of 3 or SAT-II score of 520-590	0 credits Placement in 011 (<u>Intermediate I</u>), 3 rd semester
AP score of 4 or SAT-II score of 600-690	4 credits Placement in 012 (<u>Intermediate II</u>), 4 th semester
AP score of 5 or SAT-II score of 700 or above	8 credits maximum

Previous Language Study

Minimum Placement at Lehigh*

0 to 2 years (before grades 11 & 12)	Elementary I (001) level for French, German, or Spanish
0 to 2 years at any time	Elementary I (001) level for Arabic, Chinese, Hebrew, Japanese, or Russian
3 years (or 2 years in grades 11, 12)	Elementary II (002) level for Arabic, Chinese, French, German, Hebrew, Japanese, Russian, or Spanish
3 to 4 years, AP score of 3, or SAT-II score of 520 to 590	Intermediate I (011) level for Arabic, Chinese, French, German, Hebrew, Japanese, Russian, or Spanish
4 to 5 years, AP score of 4, or SAT-II score of 600	Intermediate II (012) level for Arabic, Chinese, French, German, Hebrew, Japanese, Russian, or Spanish
AP score of 5, or SAT-II score of 700 or above	Arabic 190 , Chinese 111 , Japanese 141 , Russian 141 , Spanish 141 ; French 143 , German 163, 165, 167

***Any student with previous language studies should contact the MLL Department Coordinator, Sarah Alburger, at SLA215@LEHIGH.EDU for accurate placement.**

***Students who have had three years or more of a language in high school and drop to entry level will not receive credit for the course.**

VII. H.A.W.K.S. Peer Mentor Program

Transitioning to college can be challenging for first-year students. Recognizing the need to enhance and support students' retention in and outside of the College of Business & Economics, a peer mentor program was created and the H.A.W.K.S. were born.

The mission of ***H**elping **A**dvice **W**illing & **K**een **S**tudents (H.A.W.K.S.)* Peer Mentor Program is to connect CBE first-year and transfer students with other CBE scholars to assist in becoming acclimated to every aspect of Lehigh University. This yearlong program provides mentees with an early understanding of the University's academic and social atmosphere, helps address transitional issues of first-year mentees, and builds a personal connection between first-year and upper-class students.

All first-year students are required to participate in the program and are assigned a Peer Mentor who has a cohort of mentees with similar academic interests. Peer Mentors arrange individual and group meetings with their assigned mentees and participate in team-building activities, including interactive group events and topical discussions.

Our H.A.W.K.S. Peer Mentors will contact all first-year students in late July/early August to welcome them to Lehigh, introduce themselves, and offer to answer any Lehigh questions they might have. They will maintain contact throughout the summer. First-year students will meet their mentor and cohort of mentees during Convocation (August 24th).

*All Mentors signed a confidentiality statement stating that all matters pertaining to student records will remain confidential and adhere to FERPA policy. If you have any questions, please feel free to contact Twana L. Walker, Director of Advising, tlw213@lehigh.edu or 610-758-3400.

VIII. Whom to Contact for Help

If you have any questions, please do not hesitate to contact the CBE Undergraduate Programs Office at 610-758-3400 or email our advising team at cbeadvising@lehigh.edu. Our office is open during business hours: Monday through Friday, 8:15 a.m. to 4:45 p.m. EDT. Please note that all Lehigh offices will be closed July 4th in observance of Independence Day. We are here to help.

APPENDIX A

Lehigh University
College of Business & Economics

Bachelor of Science Degree Requirement Worksheet

Fall 2018 (Class of 2022)

GENERAL GUIDELINES

CREDITS

Core Requirements* **54**

Non-Business Elective Courses **48**

- Minimum distribution of 6 cr. Humanities (HU), 6 cr. Social Science (SS), and 3 cr. Natural Science (NS)
- Minimum of 1 global course and 1 diversity course

Major (see below) **15-23**
(depends on major & track)

Completely Free Electives **Variable**

- These credits can be taken as CBE or non-CBE courses
- 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.

Total Number of Credits Required to Complete Degree **124**

**Note: The grade of C- or better is required for successful completion of every core 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. Also, the required grade point average for graduation is 2.0 both overall and in the major.*

College of Business & Economics Majors – Required Credits for graduation

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

College of Business and Economics Minors Available to CBE Students—Not Required

Business Information Systems
Entrepreneurship
FinTech
Management
Real Estate
Supply Chain Management